**IMMEDIATE OPENING!**

Akima Support Operations (ASO), a rapidly growing government services provider has a full-time opening at Fort Carson CO, for a Shipping / Receiving Clerk (Red Hats) for Supply.

**Position:**  **Shipping / Receiving Clerk (Red Hats) (Job# ASO00734)**

**Position Classification: Non-Exempt (21130)**

**Contract Number:** **W52P1J-14-G-0035**

**Announcement Date: September 5, 2018**

**Close date: Until filled**

**Pay Rate: $14.07**

**Position Summary:**

The Shipper/Receiver Clerk performs clerical and physical tasks in connection with shipping supplies to support on and off the installation to include overseas locations. Must be familiar with Supply procedures, GCSS-Army and a good working knowledge of computers. The Shipper/Receiver Clerk receives, stores, and issues materials, supplies, merchandise in the warehouse or storage yard. Must have knowledge of how to process incoming shipments by comparing items and quantities for accuracy. File documentation and perform all duties assigned.

**MAJOR JOB ACTIVITIES:**

1. Reports overages, shortages or damages of items to the Supervisor
2. Receives and process materials, parts, components, major assemblies to include small arms parts.
3. Expedite all high priorities items.

4. Perform location surveys and special inventories

5. May need to be able to compute amount of material needed for a specific job order.

1. Will need to move or transport material as required.
2. Ensure all documentation is filed correctly.

1. Pick items and move to proper stock locations.
2. Operates computer systems and various Material Handling Equipment such as forklifts (electric, propane, and diesel), hand carts, dollies, pallet jacks, and high rise equipment as required.
3. Performs other duties as assigned.

**MATERIAL & EQUIPMENT DIRECTLY USED:**

Material handling equipment, computer systems, office automation equipment, various forklifts.

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:**

Work is generally conducted in a warehouse environment. Duties may also involve the conduct of work in the out-of-doors area with a potential exposure to extreme climatic conditions. Work will require lifting up to 50 lbs; stooping; climbing; prolonged standing; prolonged sitting; requires employee to work 20+ feet in the air. Employee use of Personal Protective Equipment (PPE) is required in certain areas. Such PPE includes but is not limited to cold weather clothing, head, foot, hand, torso, respiratory, vision and hearing protective devices. Must comply with OSHA, EPA, Fire Regulations and published Company work rules. Steel toes are required.

**FREEDOM TO ACT:** Reports to the Supervisor (SSA) and functions under his/her guidance and direction.

**MINIMUM QUALIFICATIONS:**

**Education**: High School graduate or equivalent is desirable. Must be able to speak, read and understand English.

**Experience:** Two years’ experience as Shipper/Receiver. Computer trainability may be substituted for experience. Highly desired experience with GCSS-Army.

**Must possess and continuously maintain a current State of Colorado Driver’s License prior to start date or by 30 days after employment.**

**SECURITY CLEARANCE: Must be US Citizen to obtain and maintain a National**

**Agency Check Inquiry (NACI) to obtain a CAC. Must**

**receive a favorable background check and drug testing**

**results.**

**TO APPLY:**

[**WWW.AKIMA.COM**](http://WWW.AKIMA.COM)

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Any questions contact Michelle Lanham, H.R. at ASO

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