**IMMEDIATE OPENING!**

Akima Support Operations (ASO), a rapidly growing government services provider has a full-time opening at Fort Carson CO, for a Stock Clerk (CIF) for Supply.

**Position:**  **Stock Clerk (CIF) (Job # ASO00841)**

**Position Classification: Non-Exempt (21150)**

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

**Announcement Date: February 1, 2019**

**Close date: when filled**

**Pay Rate: $14.46**

**Position Summary:**

The Stock Clerk receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. This worker sorts, or weighs incoming articles to verify receipt of items on requisition or invoice, examines stock to verify conformance to specifications, stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material, fills orders or issues supplies from stock, prepares periodic, special or perpetual inventory of stock, and requisitions articles to fill incoming orders. This worker also compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments, may mark identifying codes, figures, or letters on articles, may distribute stock among production workers, keeping records of material issued, may make adjustments or repairs to articles carried in stock, and may cut stock to site to fill order.

**MAJOR JOB ACTIVITIES:**

1. Packs, unpacks, sorts, stacks, warehouses, bins and moves items.
2. Make in-storage checks for obvious needs for maintenance and damage. Locates items by referring to location cards and our current marking system; count, verify, ensure all quantities are accurate for each storage container in locations. Compares identifying information in computers with documents stock tags, bin markings or box markings.
3. Selects stock in quantities indicated by the document, reports location discrepancies and damage to supervisor. Assembles picked items and moves stock to locations (assembly or pickup areas) within a well-prescribed overall storage plan.
4. Unloads conveyances, moves supplies by handcart or other non-mechanized conveyance. Prepares tally sheet and makes proper notations as to receipts overages or shortages. Places

stock in appropriate temporary or permanent storage locations, according to specific oral or written instructions and established methods.

1. Completes document to show location. Signs for items to show receipt, tallies out shipments and completes documents after ensuring that supplies are shipped in properly marked, tagged and labeled containers.
2. Re-stacks and re-warehouses items and straightens as needed and purifies bin locations.
3. Transfer stock to proper location or establishes new location when the decision is obvious.
4. Operates various forklifts and high rise equipment.
5. May operate hand or power trucks in performing warehousing duties. May use automated systems.
6. 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. Work may require lifting up to 25 lbs; stooping; climbing; prolonged standing and prolonged sitting. Safety shoes are required in warehouse. Must comply with OSHA, EPA, and fire regulations and published Company work rules. Employee use of Personal Protective Equipment (PPE) is required is certain areas. Such PPE includes but is not limited to head, foot, hand, torso, respiratory, vision and hearing protective devices. Must comply with OSHA, EPA, Fire Regulations and published Company work rules. Must wear steel toe shoes at all times.

**FREEDOM TO ACT:** Reports to the Supervisor/Manager and functions under their guidance.

**MINIMUM QUALIFICATIONS:**

 **Education**: High School diploma or equivalent is desirable.

 **Experience:** One year experience in warehouse functions. Computer experience

 preferred. Trainability may be substituted for experience.

**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 (NAC) 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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