

## **WAREHOUSE CLERK GRAND TURK**

Applications are invited from interested and suitably qualified individuals for the position of **Warehouse Clerk, FortisTCI**, Grand Turk Turks and Caicos Islands.

### **Description**

- To assist with coordinating the daily warehousing activities in an effective and efficient manner.
- To ensure that daily operations meet and exceed daily performance expectations.

### **Main Duties include:**

- Under the guidance of the Brokerage and Materials Officer assist with the daily warehousing activities including receiving, labelling, issuing, shipping, storing and packaging are all executed in an effective and efficient manner.
- Ensure the inspection and accurate documentation of all purchases being received into the Warehouse.
- Assist with salvaging of all materials returned to stores and determining them as re-usable, surplus or scrap and to make ready for their disposition.
- Assist with ensuring that the Compound is clear of scrap materials and assist with preparing trailers for shipment.
- Ensure the Inspection and accurate documentation of all equipment and materials ordered and received by the company.
- Ensure the accurate processing of all suppliers packing slips and invoices are forwarded onto the accounting department.
- Ensure the accurate documentation of all items issued and returned are accurately allocated to the appropriate work orders.
- Ensure the accurate documentation of all items transferred from one store location to another.
- Ensure the accurate documentation of all Bill of Ladings and that all items are properly prepared for shipping.
- Ensure that identified sensitive items are handled with care and are stored safely and securely.
- Ensure that access to the Warehouse is restricted to authorized personnel and that all policies and procedures are followed.
- Assist with identifying obsolete items. Monitor and report on obsolete inventory levels.
- Maintain cleanliness and order in the warehouse and all other external storage area.
- Assist with organizing items to be shipped off island as part of the Recycling Program.
- Organize and assist with periodic physical stock cycle counts throughout the year.
- Monitor, analyze, investigate and resolve abnormal inventory balances.
- Ensure that all materials and supplies are stored in an appropriate and orderly fashion.
- Make recommendations to management on the enhancement of the Company's Storeroom Policies and Procedures as it relates to Inventory and Warehouse Management and Control.
- Ensure items are received in the A/X system timely and accurately.
- Ensure for the proper preparation of materials for shipping inter-island or overseas as instructed.
- Assist with the arrangement for transportation of exported and imported products as necessary.

- Maintain the cleanliness and organization of all work areas inside and outside of the warehouse.
- Assist with rudimentary tasks in the Generation department as may be required by management.
- Assist with rudimentary tasks in the Transmission and Distribution department as may be required by management
- Other duties as assigned by Management.

**Qualifications, Abilities & Skills:**

- Associates' degree in Supply Chain Management/Accounting or business related fields.
- 5 years' experience in warehouse/stores operations.
- Ability to operate fork lift.
- Possess a valid driver's license.
- Excellent team building skills.
- Excellent written and oral communication skills.
- Proficient in Microsoft and Inventory Control Applications.
- Ability to deliver to strict deadlines and to work under pressure.
- Goal-oriented, self- motivated, and team player.

**Salary commensurate with experience and qualifications**