



UIHA Employee Job Description

Last updated: 02JUL25

Job Title: Warehouse Clerk
Status: Full-time
Reports to: Maintenance Supervisor

FLSA: Non-Exempt
Salary: DOE
Department: Maintenance

Supervisor:

Works under the direct supervision of the Maintenance Supervisor also works closely with Administration and Finance Departments and the rest of UIHA staff.

Summary:

The Warehouse clerk shall receive incoming materials and components on a daily basis, including shipments of small packages on a daily basis. They are responsible for maintaining accurate inventory in all designated locations while keeping them clean and organized. Promotes the importance of inventory accuracy and aid all other co-workers in all inventory movements. Prepares and accounts for all material movement documentation and update system accordingly. Prepares and processes procurement as necessary for maintenance department.

Duties and Responsibilities:

- Knowledgeable in construction materials.
- Verifies and counts inventory stock items on an annual or bi-annual schedule.
- Records inventory data manually or enters data into the Housing Data System (HDS).
- Works with Finance for year-end inventory.
- Maintains records and inventory of UIHA vehicles and trailers, includes maintenances records, registrations, repairs and works with Administrative Assistant for insurance information.
- Determines proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities.
- Storing items in an orderly and accessible manner in each designated area.
- Keeps warehouse facilities clean and maintains supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations.
- Maintains documents for the issuance or distribution of materials, products, parts, and supplies to co-workers, based on information from incoming materials requisition.
- Maintains and records the returned items/materials into inventory system.
- Prepares documents for the purchase of materials that are needed both new and/or additional stock as approved by the Maintenances Supervisor and submits required support documents following established procurement guidelines.
- Verifies purchase of inventory with shipping slips, purchase orders or store receipts.
- Maintains record of items missing, damaged, items back-ordered, defective or returns and informs supervisor accordingly.
- Contacts vendors concerning late, damaged or incorrect shipments and resolves any discrepancies when necessary.
- Assists accounting staff when needed in matching invoices for payment and resolving errors.



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- Enters work orders for on-call staff and for contractors who work/repair units as assigned by the Maintenance Supervisor into the HDS.
- Enters completed work order of materials and labor used for each unit/site. Submits contractor invoices as approved by maintenance Supervisor and includes support documents.
- Monitors and maintains records on addition, transfer, deletion or disposal of surplus, damaged, obsolete, defective items or items to be returned according to established guidelines.
- Be able to transport and pick-up incoming stock items or deliver parts to designated locations.
- Must be capable of standing for long periods of time.
- Must have the ability to lift 50 Lbs. on a regular basis.
- Perform related work as required or other duties assigned by the Maintenance Supervisor.

Education and Experience:

High School Graduate or G.E.D.; a two year degree or an equivalent combination of education and/or work experience of three (3) years in management, inventory or warehouse field, or provided any clerical or accounting certification in business, accounting or related field that is relevant to the job description.

Required Knowledge, Skills and Abilities:

- Communicate effectively verbally and written.
- Basic Skills in using office machines; ten-key, typewriter, photocopy machine, fax machine and scanner.
- Computer literate with proficiency in using Microsoft Office software
- Excellent public/telephone etiquette is necessary.
- Ability to adhere to rules and regulations regarding the distribution of materials and equipment in the course of day-to-day operating of the warehouse and maintenance departments.
- Ability to establish and maintain effective working relationship with employees and the general public.
- Ability to be flexible with working on multiple projects at one time as assigned.

Necessary Requirements:

- Must possess Valid Utah State Driver's License
- Submit a driving record from DMV with application
- Subjected to random Drug Testing
- Upon successful hire, will be required to fulfill a Criminal History Background Check