



Position: Office Inventory Coordinator

Location: Rosamond, CA

Pay: \$15 to \$19/hour (depending on experience)

Purpose: Responsible for maintaining all parts and materials required at each site by performing the following duties:

Job Functions:

- Prepares shipments from site to site, site to vendor and international
- Accepts incoming shipments
- Maintains MSD's for all materials and knows and follows safety requirements for storage and disposal of materials
- Oversees PPE and tools
- Knows major turbine components and determines SAP numbers for each part
- Maintains ability to move large quantities of materials
- Organizes warehouse and storage
- Orders and maintains parts
- Interacts with customers, vendors, shippers, contractors and staff
- Uses SAP to book materials, perform inventory review, find part numbers, specifications and other material movement details
- Develops standard processes for parts tracking and inventory control based per project
- Develops and implements quality metrics to track parts usage and controls
- Maintains ability to travel within the United States including traveling for up to four weeks at a time

The above responsibilities represent the major tasks assigned to incumbents on this job title. They are not intended to be an exhaustive list of all tasks. Therefore, on occasion, incumbents may perform other related tasks.

Qualifications:

Language Ability: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should have knowledge of Microsoft Office, internet explorer, Sap, CRIS and Microsoft Access.

Education/Experience: High school diploma or general education degree (GED) is required, AA Degree is preferred; and two to four years related experience and/or training is mandatory; or equivalent combination of education and experience.

Certificates and Licenses: Valid driver's license

Knowledge, Skills and Other Abilities: Ability to speak German a plus

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands; reach with hands and arms; climb or balance and talk or hear. The employee is occasionally required to stand; walk and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 80 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts; work in high, precarious places; toxic or caustic chemicals and outdoor weather conditions.

The noise level in the work environment is usually moderate.

If you would like to apply to this position, send your resume immediately to ngcajobs@ng.army.mil and state you are applying for this position, and call The Work for Warriors staff @ 916-854-4426.