

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.
JOB DESCRIPTION

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POSITION: **PART TIME INVENTORY CLERK**

PURPOSE: Maintain WASP property database and support the IT Department as needed.

QUALIFICATIONS:

Education: High School Diploma or Equivalent, and a Certificate, Diploma, or Degree highly recommended in Secretarial/Clerical or Computer field

Experience: Minimum of 1 year clerical experience, with computer software experience

Skills, Abilities, and Knowledge:

- a. Knowledge of computer software, specifically Word & Excel
- b. Ability to perform multiple tasks simultaneously
- c. Ability to prioritize work and meet deadlines
- d. Excellent accuracy and organizational skills
- e. Ability to work independently or as part of a team
- f. Ability to exercise discretion and maintain confidentiality
- g. Provide quality customer service
- h. Machine operation could include computer, printer, photocopier, and telephone

REPORTS TO: Chief Financial Officer

SUPERVISES: None

JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:

Mental Concentration: Considerable concentration

Interruptions: Occur constantly

Physical Efforts: Light physical effort in a predominately sitting position, bending, kneeling and walking positions

Special Demands: Potential eye strain and occasional travel between offices

Valid PA driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum).

Duties may include any or all of the following: This list is intended to be representative.

01. Maintain and update WASP Property Database
02. Print property tags as needed or requested
03. Perform site checks to reconcile physical inventory to database
04. Report discrepancies in inventory that could indicate theft
05. Generate and distribute WASP reports monthly or as requested
06. Place orders for IT Department and track shipping status
07. Provide weekly updates on IT equipment or device purchases
08. Complete time card and other paperwork as required
09. Assist in special projects or assignments as directed

CORPORATE EXPECTATIONS:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY GRADE: C