



Parts Receiving Clerk

Job Description

Division/Department: Parts Department

Location: Corporate Office, 99-1046 Iwaena Road, Aiea, HI 96701

Job title: Parts Receiving Clerk

Reports to:

Title:

General Description:

1. Assist in receiving all incoming shipments into warehouse: new sales hardware / equipment, parts, supplies, etc.
2. Responsible in posting or data entries of received items in E-Automate.
3. On all new sales hardware / equipment, will provide copies of packing slips to supervisor.
4. On all parts and supplies, will provide copies of packing slips to Marion Fukuhara, Purchasing Manager.
5. Assist in the Distribution and stocking of all incoming orders to respective areas in warehouse, supply room, service department.
6. Works with Service Dispatcher, Service Dispatcher – Administrative Support and Service department to ensure all open service work orders for Parts Pending / Ordered customers are responded on a timely basis.
7. Works with Supply Department to ensure all customer supply orders are fulfilled on a timely basis.
8. Assist in maintaining parts and supplies physical inventory to include e-automate entries.
9. May prepare and / or ship outgoing packages for any department.
10. Provides support to all departments when necessary.

Work experience requirements:

- Must have basic computer knowledge and typing skills.
- Inventory control and data entry experience a +.
- Must be articulate and a team player.

Education Requirements

- High school diploma or GED

Reviewed by:

Title:

Approved by:

Title:

Date posted: 11/16/07 Online

Date hired:

Job Announcement: