



PARTS CLERK – PROCUREMENT

\$15.69 - \$19.61/PER HOUR

Apply Immediately - Recruitment may be closed at any time without notice

THE JOB: Omnitrans is seeking an individual with excellent organizational and inventory skills to fill a current vacancy in our Procurement Department. This individual will be under general direction, assists in operating and maintaining the parts storeroom including receiving and issuing inventory; maintains various inventory and maintenance records. The duties may include, but not limited to, the following:

- Assists mechanics in determining what part is needed by utilizing computer parts books and catalogs. Issues parts for the repair of automobiles, motor coaches and related equipment.
- Receives, unloads, unpacks, stores and maintains a variety of tools, supplies, equipment and materials in proper storage areas.
- Inspects incoming shipments to ensure the correct quantity and quality of goods received for conformity against requisitions, invoices, purchase orders, shipping documents, or packing slips.
- Participates in periodic or annual physical inventories of stock.
- Re-orders a supply when stock reaches a minimum level; contacts vendors by telephone on an emergency basis to locate parts not in stock and follows up with necessary paperwork.
- Processes work orders and related records.
- Operates forklift and other warehouse equipment.
- Provides vacation and temporary relief, as required.

THE QUALIFICATIONS: The successful candidates will possess one or more years' experience in the area of parts maintenance, issuance and inventory; knowledge of general storekeeping methods and procedures automotive, motor coach and equipment parts, assemblies and accessories; ability to read and interpret parts catalogs and literature, keep accurate records relating to maintenance functions and storekeeping, lift a minimum of 50 lbs, perform basic arithmetical calculations, read and understand policies, procedures and Agency regulations, communicate effectively both orally and in writing, plan for and anticipate parts needed and establish and maintain effective working relationships with others. Computer data input experience is desirable. ***Selected candidates must be able to work any specified Shift which may include day, swing, or graveyard shifts, weekends, and holidays.***

THE SELECTION PROCESS: Candidates will be screened for relevant qualifying experience that consists of an evaluation of education and experience as described on the application. The most competitively qualified candidates will be invited to participate in the selection process. The selection process may include a combination of written, performance, and oral examinations. All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug test, and a criminal background investigation, which could involve Life Scan fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from employment). Failure to submit a complete and accurate application at the time of filing may result in your ineligibility for this recruitment. For further information about this exciting career opportunity, please visit our website at www.omnitrans.org. We are unable to accept resumes in lieu of a fully completed application but one may be attached. Applications can be obtained at Omnitrans, 1700 W. 5th St., San Bernardino, CA.

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