



## Material Specialist II

### **POSITION SUMMARY: MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

The Material Management Clerk is responsible for assuring all supplies are inventoried, received and distributed in accordance with proper and prudent practices by efficient and productive means.

### **POSITION QUALIFICATIONS & REQUIREMENTS:**

- Must be able to read, write, and communicate effectively in English.
- Possesses strong organizational skills.
- Detail-oriented and capable of noticing small errors on orders or defective aspects of products.
- Maintains physical stamina and strength required to move heavy equipment and product weighing up to 50 pounds.
- Works well with others.
- Exhibits strong communication skills, essential for working with other employees and with customers.
- Demonstrates knowledge of computer systems
- Demonstrates the alertness and physical dexterity
- Must be capable of managing time effectively and multi-tasking as necessary.