

POSITION DESCRIPTION

*Prince William Sound
Aquaculture Corporation*

Position Title: **DISTRIBUTION CENTER ASSISTANT**

Category: Full time, regular, full benefits

Payroll Classification: Hourly, Non-Exempt

Organizational Unit: Hatchery Support

Location: Anchorage Distribution Center

Customary Work Hours: 8:00 – 5:00, Monday - Friday

Supervisor's Title: Hatchery Support Manager

Effective Date: January 1, 2016

Basic Function: The Distribution Center Assistant functions as part of the hatchery support team in the purchasing, shipping, receiving, and distribution activities of the Corporation. Under general supervision, performs work in various phases of hatchery support and operation of the Anchorage Distribution Center.

Primary Responsibilities: The responsibilities of the position include assisting the Hatchery Support Manager in the purchasing, shipping, receiving, and distribution activities of the Anchorage Distribution Center.

Description of duties and tasks:

- Drive a box van to make deliveries, pick up orders, and purchase supplies.
- Maintain shipping manifest, bill of lading, delivery schedule and receiving summaries.
- Label, weigh, organize and consolidate supplies for shipping
- Operate a forklift to receive and unload freight from vendor deliveries; load supplies in shipping vans and/or flatbed for shipping.
- Site cleanup, general maintenance and repair, cleans, sweeps or shovels snow.
- Leads by example work flow or scheduling to other crew members in a team.
- Use computers and computer software to conduct routine data entry or output.
- Recommends procedures, techniques and new equipment to improve work efficiencies or adaptation to new techniques.
- Performs related duties as assigned.

Knowledge, Skills, and Abilities:

- Working knowledge of office equipment, technical materials and supplies.
- Knowledge of computer operations and software.
- Knowledge of policies, processes, and procedures used in large-scale organizations covering purchasing and property control.
- Skill in comparing data from a variety of sources for accuracy and completeness, identifying discrepancies and making corrections.
- Ability to maintain records of procurement activities, equipment and inventory records.
- Ability to organize and consolidate inventory in an efficient manner.
- Ability to work well with minimal supervision.
- Ability to communicate professionally with suppliers and vendors.
- Ability to write clearly and concisely to develop and complete documents, memoranda and correspondence.

Essential Functions: Work performed at the Anchorage Distribution Center. Must be able to move about freely; ability to lift and carry 50 pounds; ability to climb stairs without assistance; use telephones and computers unimpaired. Must be able to read, write, speak and understand the English language. Must be able to hear and see to receive verbal and written instructions.

Minimum qualifications:

- a. High school graduation or equivalent.
- b. Must have a current driver's license, pass a pre-employment drug test, and pass a fitness test to operate a box van.

Positions Supervised: None.