



SAN CARLOS HOUSING AUTHORITY

P.O. Box 740

Peridot, Arizona 85542

POSITION TITLE: Warehouse Assistant

JOB ANNOUNCEMENT: #337

OPENING DATE: January 3, 2025

SALARY: DOE

CLOSING DATE: January 17, 2025

LOCATION: Peridot Office

Job applications are available at Tufastone, Bylas Sub-offices or
can be mailed or emailed upon request.

Applications are due in the Peridot Office at 4:30 p.m. on the closing date no exceptions.

Nature of Position:

Works under the Finance Manager and reports directly to the Warehouse Technician. The individual oversees the warehouse including shipping/receiving stock procuring, storing, delivery and tracking of all supplies, materials, and equipment. Maintains the maintenance of warehouse equipment and vehicles.

DUTIES AND RESPONSIBILITIES:

- Pulls materials; packing boxes, placing orders in delivery area.
- Assists in counting of physical inventory.
- Maintains vehicle fleet to include but not limited to:
 - Schedule regular maintenance on all vehicles including ordering urgent or emergency repairs as needed.
 - Managing vehicle licensure and registration including maintenance and driving logs
 - Providing reports to management on scheduled maintenance as necessary
- Any other duties assigned.

PHYSICAL DEMANDS AND ABILITIES

1. Regularly required to use hands to finger, handle or feel, reach with hands and arms and talk or hear
2. Regularly lift and/or move objects 10-50 lbs. occasionally lift and/or move objects that weigh more than 100 lbs.
3. Frequently required to stand, walk, stoop, kneel, crouch or crawl
4. Occasionally required to sit and climb or balance
5. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust and focus.
6. Understanding of basic vehicle mechanics, including the ability to identify when major repairs are needed

MINIMUM QUALIFICATIONS:

1. Education/Experience:
2. High School diploma or GED.
3. Experience in warehouse inventory controls
4. Experience in the operation of a fork-lift.
5. Must be computer literate/proficient.

ADDITIONAL REQUIREMENTS:

1. Must have a valid AZ Driver's License.
2. Must pass a pre-employment drug test.
3. Must submit certified 5 year MVR and be insurable under SCHA vehicle insurance
4. Applicant will be subject to a Tribal background check.

INDIAN PREFERENCE:

Preference in filling vacancies may be given in accordance with the Indian Preference Act and SCHA Personnel Manual relating to Tribal and Veterans Preference. On other than the above San Carlos Housing Authority is an Equal Opportunity Employer.