



# DOE HUMAN RESOURCES OFFICE

## CHUUK STATE SCHOOLS SYSTEM

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### EMPLOYMENT OPPORTUNITY

The Department of Education wishes to recruit an appropriately qualified and motivated FSM citizen who works well under pressure and is willing to take personal leadership for his/her professional development. US citizens or third nationals shall be employed only when qualified FSM citizens are not available. All interested applicants are requested to contact the DOE HR Office or the Department of Education @ (691) 330-5430/6730 for more information.

EA. No. **CSSS-018-2014**

**Opening Date:** 23 June 2014

**Closing Date:** 23 July 2014

**Position/Title:** Warehouse Specialist  
**Grade/Step:** PL 19 - 27  
**Salary:** \$6,248.32 to \$9,975.68 p/a

**Location:** Division of Administration and Personnel  
Department of Education  
Weno, Chuuk State

**Position Supervised by:** Facilities and Maintenance and Transportation Coordinator

<b>SUMMARY:</b>	The Warehouse Specialist organizes, coordinates, and performs lead functions in the Department's receiving and warehouse operations. Maintains a variety of record keeping and inventory control functions; perform other related duties as assigned. Functions as an effective member of the Division leadership team.
<b>ESSENTIAL DUTIES AND RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• Coordinate the receipt of goods and supplies into the warehouse inventory.</li><li>• Coordinate common carrier shipments; file freight claims with vendors or carriers.</li><li>• Facilitate the training of warehouse workman, delivery operations, and schedule.</li><li>• Assist in developing and implementing warehouse and delivery procedures.</li><li>• Fill stores requisitions, repackaging, and prepare items for delivery.</li><li>• Load and unload delivery vehicles.</li><li>• Maintain the warehouse in a clean, orderly, safe, and secure manner.</li><li>• Operate warehouse equipment such as forklifts, pallet jacks, utility vehicles, and delivery trucks.</li></ul>

	<ul style="list-style-type: none"> <li>• Coordinate the collection, storage, and maintenance of Department property and instructional materials.</li> <li>• Label, mark, and/or attach asset tags to goods, supplies, and/or equipment.</li> <li>• Oversee a variety of data entry functions using a computer terminal.</li> <li>• Coordinate annual inventory of stores and fixed assets.</li> <li>• Maintain warehouse records and store files.</li> <li>• Assist in moving equipment and furniture between sites, including the loading of ships for delivery to other islands.</li> <li>• Perform other related duties, as assigned.</li> </ul>
<b>REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:</b>	<ul style="list-style-type: none"> <li>• Methods and procedures pertaining to receiving, processing, storing, and distributing a variety of supplies, materials, equipment, and mail.</li> <li>• Record keeping techniques.</li> <li>• Operation and routine maintenance of motor vehicles, boats, and motors.</li> <li>• Proper lifting techniques.</li> <li>• Modern office practices, procedures, and equipment use.</li> <li>• Basic English usage; basic mathematical concepts.</li> <li>• Plan, organize, and implement effective and efficient warehouse and distribution operational procedures.</li> <li>• Maintain an accurate and effective data management, storage, and retrieval system.</li> <li>• Operate a delivery vehicle and related warehouse equipment safely.</li> <li>• Perform manual work of lifting and moving equipment, material and supplies.</li> <li>• Meet schedules and timelines.</li> <li>• Prepare and maintain records.</li> <li>• Understand and carry out oral and written directions.</li> <li>• Establish and maintain cooperative working relationships with those contacted in the course of the work day.</li> <li>• Read, interpret, and follow rules, regulations, policies, and procedures.</li> <li>• Work independently with intermittent supervision.</li> <li>• Provide positive staff (department and school) service.</li> </ul>
<b>EDUCATION AND EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• High school diploma is required.</li> <li>• Associate degree or higher is preferred.</li> <li>• Valid driver's license and safe driving records are required.</li> <li>• Minimum of 6 months of successful employment; two or more years is preferred.</li> </ul>

	<ul style="list-style-type: none"> <li>Two years of successful experience in warehousing, distribution, and stock control, preferably in a school setting or its equivalent is preferred.</li> </ul>
<b>PHYSICAL REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>Must be able to read reports and use computer.</li> <li>Must be able to hear well enough to communicate with co-workers.</li> <li>Employee may perform duties at various district site locations, indoor and outdoor environment, and inclement weather.</li> <li>Requiring heavy lifting, bending, carrying, pushing and pulling of objects.</li> <li>Employee may be exposed to communicable diseases or fumes from chemicals, and other materials subject to pests and insects.</li> <li>Performing the duties of this job, employees are required to see, talk, walk, listen, sit, stand, bend, reach, push, pull, reach overhead, kneel, squat, climb stairs, and climb ladders.</li> <li>Employee must be able to carry up to 50 pounds without assistance, and over 50 pounds with assistance.</li> </ul>
<b>MATERIAL AND EQUIPMENT USED:</b>	<ul style="list-style-type: none"> <li>Personal computer.</li> <li>General office equipment such as telephones, fax, and copy machines.</li> <li>Word processing software including Word, Excel, and additional special software required for position.</li> <li>Warehouse equipment and machinery.</li> </ul>

TO APPLY:

Applicants must obtain application and submit or e-mail application and/or resume to:

Human Resources Office  
Department of Education  
Weno, Chuuk FM 96942  
(691) 330-5430/6730  
augustinetakashy@gmail.com