

Job Description: INVENTORY CLERK

Essential Duties and Responsibilities include the following:

1. Maintains an accurate, up-to-date inventory control system per the guidelines given by the Parts Manager.
2. Be diligent in checking and following up on all purchase orders that remain open, on order or on backorder.
3. Process all relevant paperwork to received inventory immediately after stock is processed.
4. Investigate any outstanding credits for payment when request by Inventory Manager.
5. Investigate any outstanding debits for credit when request by Inventory Manager.

Local, Caterpillar and Cummins purchaser

6. Receive stock as soon as warehouse brings paperwork.
7. Complete debit/credit memos for all invoices received and forward all completed inventory related paperwork to Parts Manager.
8. Perform required part number changes, or supercedures, within these sources.
9. Process prior day invoices and forward to accounting for handling.
10. Run authorization for Pinnacle customers daily.

Freightliner and Detroit Diesel purchaser

11. Receive stock as soon as warehouse brings paperwork.
12. Responsibility for transmission of emergency and critical orders for F, S and V.
 - a. Check status of order after transmission
13. Perform required part number changes, or supercedures, within these sources.
14. Maintain and fix dual sourced parts.

Essential Duties and Responsibilities include the following:

15. Maintains an accurate, up-to-date perpetual inventory control cycle count.
16. Investigate inventory discrepancies and perform adjustments to correct any inventory issues.
17. Perform bin maintenance and location changes.
18. Create and edit PDC stock orders and MDI orders.
19. Post, receive, and process corporate stock orders and transfers.
20. Maintain a clean quantity on hand in Test location report.

Freightliner and Detroit Diesel purchaser

21. Perform required part number changes, or supersession's.
22. Input Alternate Part Number Information.
23. Maintain and fix dual sourced parts.
24. Input "Price Matrix" maintenance.
25. Input Bulk / Concession "Price" information.

Supervisor

Inventory Manager

By signing below supervisor and employee each confirm that the forgoing job description was reviewed and explained to the employee named below:

Jessica Roberts
Employee Printed Name

12-9-2022
Date

Jose Vega
Supervisor Name

12/9/22
Date

[Signature]
Employee Signature

[Signature]
Supervisor Signature

Finer Points

Accurate inventory figures and accurate books enable the dealership to sell more parts through fewer stock outs, improve profitability through more complete collection of monies owed to HFI by its suppliers and improve the overall efficiency of the parts department. This is a detail oriented job where time must be spent meticulously recording receipt and changes to inventory.

Supervisor

Inventory Manager

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Date

Jose Vega
Supervisor Name

12/9/22
Date

[Signature]
Employee Signature

[Signature]
Supervisor Signature

Job Description: WAREHOUSE STAFF

Essential Duties and General Responsibilities include the following:

1. Warehouse staff will be assigned to a work group. This will be their primary work load, but they will be used as deemed necessary by the manager as the workload, finish time or outstanding projects warrant.
2. All paperwork is to be organized and relayed to the manager in a timely fashion.
3. All shipped packages are to be organized, professionally and well-documented for the benefit of the receiver and for the reputation of the dealership.
4. All staff is to communicate safety hazards immediately to their manager.
5. When discrepancies in stock are identified, warehouse staff is expected to immediately take note of it and pass it to their manager.
6. Toward the end of the shift all Warehouse Staff is responsible for cleaning, making sure all of the days orders are correctly inventoried, all trash is taken to the dumpster, metal recycling, cardboard recycling and the bullpen and loading dock areas are clean and free of trash and parts.

Customer Order Puller

7. This staff is to pick parts for delivery orders, will call orders and appropriate front counter orders.
8. The minimum acceptable quantity pulled per day is 100.
9. This staff is expected to communicate with the Warehouse Manager when the number of orders pending picking exceeds 30 minutes of work.
10. This staff is to write their initials by each part they pull on the pick ticket.
11. This staff is to write the time they finished pulling an order on the pick ticket.
12. This staff is to bring to the Warehouse Manager's attention any parts that cannot be located.

Stockers

13. This staff is to promptly and properly put into stock inventory received. Some of the guidelines to do this properly are as follows:
 - a. Face boxes
 - b. Remove bulk parts (screws, fittings, etc.) from packaging
 - c. Identify and fix parts that are nearby and stocked wrong
 - d. Communicating with warehouse manager when a problem is identified
 - e. Tape any open boxes shut
14. This staff is to identify parts for specific customers that were shipped "Stock", record receipt of these parts and immediately give them to the Shipping and Receiving for processing.
15. This staff is to identify parts that in short supply and are also located at other warehouse. They are to notify the Warehouse Manager of these parts.
16. Staff is to restock Will Call parts and miscellaneous parts in the warehouse.

Shipping and Receiving

17. This staff is to receive and process incoming overnight and priority freight.
18. This staff is to immediately notify the selling salesperson and the Warehouse Manager of incoming external sales orders from courier via email.
19. This staff is to immediately notify the selling salesperson, the Service Manager and the Warehouse Manager of incoming shop sales orders from courier via email.
20. This staff is to charge freight as necessary when salespeople have failed to bill it and also bring this to the Warehouse Manager's attention.
21. Staff is to change bin locations on Special Order Parts from "TEST" to 8101 or 8102, as reflects the correct bin location, for both emergency and stock orders.

Jessica Roberts
Employee Printed Name

12-9-2022
Date

Jose Vega
Supervisor Name

12/9/2022
Date

[Signature]
Employee Signature

[Signature]
Supervisor Signature

22. This staff is to notify the Warehouse Manager at the end of each day of orders that are not claimed by a salesperson.
23. This staff is to prepare PAR's and present the list to the Warehouse Manager for approval at least once per week.
24. This staff is to file for and ship all approved PAR's back to the vendors.
25. This staff is to ensure all orders are signed for in a log by the person who received the parts.
26. This staff is to check all outgoing orders for accuracy and note that fact in a log. The log will contain shipping information and a reference to the contents.
27. This staff is to complete RGA's.
28. This staff is to store RGA's.
29. This staff is to give the Warehouse Manager a copy of all RGA's.

Satellite Warehouse

30. This staff is to promptly and properly put into stock inventory received. Some of the guidelines to do this properly are as follows:
 - a. Face boxes
 - b. Remove bulk parts (screws, fittings, etc.) from packaging
 - c. Identify and fix parts that are nearby and stocked wrong
 - d. Communicating with warehouse manager when a problem is identified
 - e. Tape any open boxes shut
31. Staff is to retrieve daily transfer of parts required to restock main warehouse.
32. Staff is to pull orders for bulk parts stocked at Warehouse 2.
33. This staff is to notify the Warehouse Manager when stock arrives each day.
34. This staff is to receive, sort, count and record dirty cores.
35. This staff is to prepare a packing list of the boxed contents in preparation for shipping of dirty cores.
36. This staff is to receive, sort, count and record warranty parts.
37. This staff is to prepare a packing list of the boxed contents in preparation for shipping of warranty parts.
38. This staff is to communicate with Warehouse Manager and with Warranty Department about parts to 1) ship, 2) store and 3) scrap.
39. Regarding Freightliner Warranty: This staff is to identify, pull, package and ship the day after the paperwork is received. Typically paperwork is received by Monday; the cutoff for completion is Tuesday.
40. Regarding Detroit Diesel: This staff is to identify, pull, package and ship the day after the paperwork is received. Typically paperwork is received on Wednesday.
41. Regarding Caterpillar: This staff is to identify, pull, package and ship the day after the paperwork is received. There is no one day that this paperwork is received, so it will be done by Thursday.
42. Regarding Cummins: This staff is to identify, pull, package and ship on Thursday. Cummins allows for immediate warranty parts returns.
43. This staff is to change the bin location for items located at the secondary warehouse if it is moved.
44. This staff is to promptly check in against an invoice or RGA any returns on the customer's behalf.

Supervisor

Warehouse Manager

By signing below supervisor and employee each confirm that the forgoing job description was reviewed and explained to the employee named below:

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