



JL PROPERTIES, INC.
REAL ESTATE DEVELOPMENT & MANAGEMENT

Logistics Clerk Job Description

Job Description: Logistics Clerk			Position Type: Hourly Wage	
Department: Logistics			Classification: Non-exempt/ Seasonal	
Location: Anchorage/JBER	Schedule: 40 hours/week	Travel Required: N/A	Revision Date: 2019	

Job Summary:

Aurora Military Housing, a leader in the real estate development, construction and property management industry, is committed to providing America’s military families with the quality homes and neighborhoods they deserve. We recognize the commitment military families make to our country and respond by providing comfortable homes in friendly neighborhoods.

Employees occupying this classification are responsible for performing a variety of tasks to ensure that the warehouse is adequately stocked at all times. The Logistics Clerk ensures supplies and materials are organized and distributed expeditiously. The Logistics Clerk provides material and logistical support to all departments.

Distinguishing Characteristics:

The Logistics Clerk ensures that the warehouse is safe, clean, maintained, organized and secure at all times. He/She maintains an accurate inventory of supplies in the warehouse and continually strives to increase his/her working knowledge of the inventory and property. He/She is required to be extremely trustworthy and ethical in his/her actions, taking special considerations to ensure the equitable distribution of inventory of the warehouse on property. He/She is to conduct business in a manner that attracts and retains residents by performing the following duties and all other duties as assigned.

Job Duties and Essential Functions:

- Complete tasks using the standard methods, materials, tools, and equipment of the facilities maintenance and warehousing trades.
- Interact with vendors, suppliers, and delivery firms in order to coordinate and deliver necessary supplies.
- Maintain and audit all warehouse purchase orders; and manages the paperwork and follow up according to the departments' specifications.
- Execute the transfer of materials between warehouses located on Joint Base Elmendorf-Richardson.
- Utilize an inventory system to maintain accurate inventory supply through day to day tracking and auditing.
- Maintain accurate organization of warehouse, ensuring items are always stocked in proper locations, and overstock is accounted for.
- Inspect warehouse facility on a regular basis to determine inventory needs.
- Assists in maintaining maintenance asset and tool inventory.
- Manage the paperwork of supplies picked up and delivered according to the Logistic Manager's specifications.
- Assists in daily picking and distributing of vehicle stock to maintenance technicians.
- Assist in completing weekly town runs; interacting with vendors, picking up will call supplies, and communicating challenges or discrepancies to fellow warehouse personnel.
- Fulfill and close out purchase orders from town runs.
- Assist in the delivery of materials, supplies or tools, in a timely manner, to technicians or managers in the field.
- Perform administrative duties to include but not limited to answering telephones, filing, scanning, emailing, and reproducing copies.
- Keep maintenance warehouses safe, clean, maintained, organized, and secure at all times. This includes stocking inventory, removing trash, and reporting all maintenance or security issues in a prompt manner.
- Receive and stock items, frequently operating a forklift or pallet jack.
- Report all new chemicals requiring a Safety Data Sheet to the Safety Management.

- Occasionally assist in custodial work, including sweeping, mopping, vacuuming, emptying trash, cleaning windows, etc. in common areas, residential units and in other work areas.
- Assist the U-Fix-It Clerk on an as-needed basis, performing U-Fix-It job duties when necessary.
- Assist in maintenance or grounds work when necessary, including grounds or unit policing and common area trash pick-up.
- Occasionally distribute resident communications when requested.
- Greet and interact with residents in a professional, courteous and helpful manner, and while on duty, answer all incoming calls in a professional, positive manner.
- May be required to cover work hours that are in addition to normally scheduled work.
- Adhere to the occupational hazards and safety precautions necessary in facilities maintenance and warehousing.
- Maintain safe, organized, clean work areas and work vehicles.
- Participate in work-safety programs.
- Perform all other related duties as assigned by the direct supervisor and/or Management.

Minimum Qualifications:

- High School diploma or equivalent
- Valid Alaska Driver's License
- Ability to be insured by company's auto insurance
- Basic writing and reading comprehension skills, 10-key functions, basic bookkeeping and multi-line phones
- Must possess satisfactory computer software skills, including Windows, Excel, Word and web-based programs
- Knowledge of materials associated with maintenance trade highly desirable
- Familiarity with the Anchorage area highly desirable
- Prior expediting or warehouse experience or experience in related field highly desirable
- Ability to understand and execute oral and written instructions
- Ability to work independently and willingness to learn

Tools and Equipment Used:

Motor vehicles, telephones, computers, photocopiers, facsimile machines, blind cleaning machine, black lights, carpet cleaners, lawn equipment, tablets, forklift, hand trucks, man lifts, ladders, pallet jacks, and scanners.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to walk. The employee is occasionally required to stand; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 300 pounds (with assistance of a hand truck).

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee occasionally works near moving mechanical parts and in high, precarious places, or confined space, and is occasionally exposed to fumes or airborne particles.
- Work is performed at various locations within the properties managed by JL Properties, Inc., and owned by Aurora Military Housing, LLC, Aurora Military Housing II, LLC, and Aurora Military Housing III, LLC at Joint Base Elmendorf-Richardson, Alaska.
- The Employee will be required to work in outside weather conditions for extended periods of time (66%-100 of time)
- The employee must be able to walk distances outside in all weather conditions-winter and summer.

Supervision Received:

The Warehouse Person must possess the capability to work independently, under the supervision of the direct supervisor and/or Management. This position reports directly to the Logistics Manager.

Supervision Exercised:

This is not a normal responsibility of this class, although direction and guidance is exercised over contract service providers and other personnel on specific projects.