

Perform Air International Inc.
Section VI - Attachments
Att.56.04 - Job Description

Revision	Revision Date	Revision Change
N/I	02/08/2010	Initial Release/Re-release
1	07/30/2012	Revised for consistency and clarification of duties
2	02/28/2013	Revised to remove driving responsibility
3	03/31/2017	Revision to Immediate Supervisor
4	01/31/2019	Revision to Grade Level, Immediate Supervisor and addition of Division Manager.
5	10/31/2021	Revision to Grade Level
6	07/31/2022	Revision to division manager title
7	09/26/2024	Revision of Qualifications

Position Title: Warehouse Clerk

Grade Level: 43-5071-02

Exemption Status: Non-Exempt

Department: Warehouse

Division Manager: Executive Vice President Supply Chain Management

Department Manager: Warehouse Manager

Immediate Supervisor: Warehouse Manager

Duties, Responsibilities and Authority:

This position is responsible for assisting the Warehouse Manager in completion of daily tasks necessary to maintain customer contract requirements.

Duties of the Warehouse Clerk will include:

- Fill orders necessary for completion of customer Work Orders.
- Stock parts received for stock replenishment or return from Maintenance.
- Assist the Warehouse Manager with completion of scheduled stockroom inventories.
- Perform general warehouse housekeeping duties.

The Warehouse Manager may assign additional responsibilities of this position at any time.

Qualifications:

Education: *High School completion plus one of the following Experience or Training*

Experience: *One year experience in a Warehouse position*

Training: *Training records of at least 50 hours.*