

Opening: *Supply Stock Clerk/Reproduction Clerk, Environmental Protection Agency*

Location: San Francisco, CA **Hours:** Monday-Friday; Hours are to be determined **Pay Rate:** \$TBD
Benefits: Medical, Dental and Vision; Life Insurance; 401K; Direct Deposit

Minimum Requirements: Possesses a minimum of a Associate's Degree in an area of specialty and at least 1-3 years of progressive responsibility in a clerical, office, or other work setting that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled; knowledge of standard supply processes and procedures; ability to perform clerical duties, and ability to communicate orally and in writing.

Essential Responsibilities: The primary purpose of this position is operate the EPA Supply Room located in the Center in an effective and efficient manner and be cross trained as Reproduction Clerk. There is an average of 75 supply requests per day for office supplies. Each request may have several items on the order. The Supply Stock Clerk will be responsible the following duties:

Inventory Management

- a. Provide and maintain a web based Inventory Control System.
- b. Recommend and implement COR approved reorder levels.
- c. Maintain an up-to-date inventory of current forms, supply items and ancillary supplies.
- d. Submit all requests for supplies and equipment that will be ordered from GSA Customer Service Center and commercial vendors, as well as requirements for EPA forms and publications, to the COR or designee for review, authorization, and/or processing via e-mail.
- e. Post all issuance of supplies in the inventory within three (3) working days from the date of issue.
- f. Update Inventory Control System as stock items are added or deleted.
- g. Conduct a physical inventory of all supply items annually.
- h. Receive stock and forms into the supply room, ensure quantities are as ordered and assets are in good condition, and note all necessary back orders and reorders.
Provide summary of backorders to the Contracting Officers Representative.
- i. Remove assets from cartons, update receipts and on hand quantities within the inventory program, and stock shelves daily.
- j. Comply with procedures outlined in Environmental Protection Agency Property manual, 4830, books 1 & 2.

Customer Service

- a. Assemble and disassemble furniture and/or equipment as required, i.e., chair, document holders, read/write stands and industrial foot rests.
- b. Office supplies shall only be distributed between the hours of 9:00-10:30 am and 1:00-2:30 pm daily.
- c. Respond to EPA personnel requests for office supplies, tracking each request by Division and employee.
- d. Receive telephone calls in a professional manner identifying they are a contractor with the EPA.
- e. Respond to all email and voice messages within 4 business hours.

3.2.3 Supply and Area Maintenance

- a. Keep the supply room, mail room, shipping and receiving areas and storage areas clean and well organized.
- b. Maintain the recycle office supply area is organized and neat.
- c. Where appropriately, recycle items shall be reincorporated back into the regular supply distribution.

To apply: Please submit an updated resume to info@hpcemployment.com.