

Job Title: Materials Clerk
Department: Operations / Floresville
Revision Date: 01/24/2019

## Position Overview

The Materials Clerk is responsible for ensuring that the parts inventory is effectively maintained and managed for our construction operations currently located in Floresville, TX. This includes oversight of all incoming shipments and parts inventory; liaison between FLASH Shared Services and FLASH Maintenance, and between Floresville and the Corporate/Green Lake office.

## Essential Job Functions

- Manage Parts inventory within TMW/TMT and coordinate ordering with Corporate/Green Lake office
- Receive all deliveries (UPS, FedEx, etc.)
  - Distribute deliveries to appropriate personnel
  - FLASH and South Texas Frac parts: inventory in TMT and put away
- Oversee lubricant inventory
- Maintain tire inventories
- Handle returns as necessary
- Knowledge of mechanical parts and proper handling
- Knowledge of inventory tracking methods
- Knowledge of heavy-duty trucks and trailers
- Knowledge of truck parts and inventory needs

## Skills

- Associate's Degree in a related field preferred but not required
- 3 years minimum related experience
- Strong interpersonal and communication skills
- Self-motivated and self-directed; strong organizational and time-management skills
- Proficient with computer-based inventory systems
- High level of attention to detail
- Ability to work independently
- Proficient with Windows-based programs computer operating systems, specifically Microsoft Office (Word, PowerPoint, and Excel)
- Communication skills, including oral, written, and electronic

## 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. While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

\* The above list is not an all-inclusive list of duties and/or requirements. You will be expected to perform various tasks as required by the customer. As business objectives changes, so too may the duties.