



## Warehouse Support Specialist

**POSITION OBJECTIVE:** This position is responsible for providing essential support and organization for NWFHN by organizing and maintaining closed case files and archived files of NWFHN and contract providers. This includes closed files, archived files that by law must be saved and made available when requested.

### **ESSENTIAL FUNCTIONS:**

- Administrative and logistical duties for Records, Property, and Fleet Management
- Liaison for records requests that may originate from records clerks with each case management organization or NWFHN COO.
- Assists the Records, Property and Fleet Manager in the oversight of operations at the Region Record Warehouses. Keep Record Warehouses clean and organized.
- Assists Records, Property and Fleet Manager with inventory as needed and assist in processing new, transferred, or surplus property. Assist Manager with recycling, surplus disposal, coordinating surplus office equipment as needed.
- Updates general paperwork, databases, and spreadsheets, performing other work-related duties as required.
- Liaison for arranging pick up and archiving boxed closed files for archives.
- Manage records archiving system
- Work cooperatively and provide training with file clerks with each of our case management organizations upon request.
- Travel throughout Circuits 1, 2 and 14 to complete archiving tasks as needed.
- Knowledge of current laws and rules regarding time frames of records retention and disposal.
- Support the archive storage facilities.
- Redaction of protected information within files that are the subject of the public records requests.
- Must have a willingness to lift and move 40 pounds regularly.

This list of essential functions is not intended to be exhaustive. NWFHN reserves the right to revise this job description as needed to comply with actual job requirements.

### **QUALIFICATIONS:**

#### **REQUIRED:**

- High School diploma or its equivalent
- One (1) year of administrative/clerical work experience
- Ability to lift and move boxes and office equipment as needed.
- Valid driver's license



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**PREFERRED:**

- Experience in records management.
- Experience with property and surplus processes.
- Experience driving large rental trucks.
- Experience with the usage of company credit card and processes.

**SKILLS:**

- Ability to work independently and set priorities.
- Ability to maintain confidentiality of sensitive data.
- Strong interpersonal and customer service skills.
- Time Management and organizational skills.
- Ability to effectively speak, read and write English at the High School Level.
- Proficiency in using computer applications including Microsoft Word and Excel.
- Ability to work effectively in both a team and an independent environment.
- Ability to plan, organize and coordinate work activities with Manager input.
- Ability to establish and maintain effective working relationships with others.
- Ability to work in a multitask environment.
- Strong analytical and problem-solving skills.

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**I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.**

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Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

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Date

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Date