

Field Clerk - Warehouse

Nature and Scope of the Position

The position is responsible for primarily clerical duties in the operations of field offices where the number of clerical personnel is limited and includes some physical duties in designated areas as assigned.

Typical Duties

1. Perform clerical duties for the assigned department which may include: timekeeping, palletizing and loading meters, requisitioning material, completing purchase order forms and requests for checks (SAP application use) filing reports and documents for local field office operations, responding to e-mail requests and completion of forms and or required documents.
2. Maintain departmental records and inventories by updating any changes in the appropriate systems. Input data into computer applications to update programs, generate reports and provide computer generated service orders.
3. Maintain effective communications with field personnel and other personnel from various local offices in order to complete duties. May operate radio equipment to facilitate communications including answering phones/dispatching when microwave system is down.
4. Receive freight/stock shipments and sign for receipt. Review packing slips to be sure they match the shipment. Check material in/out of stockroom/warehouse per authorized written requests. Maintains inventories.
5. Sort and distribute incoming field office mail. Prepare outgoing mail for interoffice or external delivery. Prepare routine correspondence and forms for mail delivery or forward to appropriate personnel for local field office operations.
6. May operate handling equipment, i.e., forklift, appliance dollies, portable pallet movers, etc.
7. May be required to do minor building, yard and vehicle maintenance in areas currently performing these functions.
8. Perform other related clerical functions as assigned (i.e., forward reports to appropriate personnel, deliver packages to UPS or Purolator services for delivery, answer telephone and support field office operations, distribute forms and or notices to employees etc.).
9. May perform duties within the Field Clerk Customer Service and/or Operations classification for which he/she is qualified as a back-up.

Field Clerk - Warehouse (cont)

Education & Training

- High school diploma or equivalent.

Qualifications

- General clerical skills (i.e., filing, copying, answering telephone, etc.)
- Basic keyboard knowledge and skills required.
- Ability to perform physical duties as required.
- Working knowledge of personal computers and software (Microsoft, etc.) desirable.
- Knowledge of basic math required.
- A general knowledge of company policies, procedures and operations is desirable.
- Previous customer contact experience helpful.

Field Clerk – Customer Service

Nature and Scope of the Position

The position is responsible for primarily clerical duties in Field Metering Services and Meter Reading operations in field offices where the number of clerical personnel is limited and includes some physical duties in designated areas as assigned.

Typical Duties

1. Perform clerical duties for the assigned department which may include: timekeeping, requisitioning material, completing purchase order forms and requests for checks (SAP application use) filing reports and documents for local field office operations, responding to e-mail requests and completion of forms and or required documents.
2. Maintain departmental records and inventories by updating any changes in the appropriate systems. Performs field customer service and meter reading administrative related duties. Input data into computer applications to update programs, generate reports and provide computer generated service orders.
3. Maintain effective communications with field personnel and other personnel from various local offices in order to complete duties. May operate radio equipment to facilitate communications including answering phones/dispatching when microwave system is down.
4. May receive freight/stock shipments and sign for receipt
5. Sort and distribute incoming field office mail. Prepare outgoing mail for interoffice or external delivery. Prepare routine correspondence and forms for mail delivery or forward to appropriate personnel for local field office operations.
6. May operate handling equipment, i.e., forklift, appliance dollies, portable pallet movers, etc.
7. Perform other related clerical functions as assigned (i.e., forward reports to appropriate personnel, deliver packages to UPS or Purolator services for delivery, answer telephone and support field office operations, distribute forms and or notices to employees etc.).
8. May perform duties within the Field Clerk-Operations and/or Warehouse classification for which he/she is qualified as a backup.

Education & Training

- High school diploma or equivalent.

Field Clerk – Customer Service (cont)

Qualifications

- General clerical skills (i.e., filing, copying, answering telephone, etc.)
- Basic keyboard knowledge and skills required.
- Ability to perform physical duties as required.
- Working knowledge of personal computers and software (Microsoft, etc.) desirable.
- Knowledge of basic math required.
- A general knowledge of company policies, procedures and operations is desirable.
- Previous customer contact experience helpful.

Field Clerk – Operations

Nature and Scope of the Position

The position is responsible for primarily clerical duties in the GM&R and C&M operations of field offices where the number of clerical personnel is limited and includes some physical duties in designated areas as assigned.

Typical Duties

1. Perform clerical duties for the assigned department which may include: timekeeping, requisitioning material, completing purchase order forms and requests for checks (SAP application use) filing reports and documents for local field office operations, responding to e-mail requests and completion of forms and or required documents.
2. Maintain departmental records and inventories by updating any changes in the appropriate systems. Input data into computer applications to update programs, generate reports and provide computer generated service orders. May assign and/or transfer station numbers to gas purchase points based on location and pressure volume levels and maintain gauge, orifice plate and meter inventories.
3. Maintain effective communications with field personnel and other personnel from various local offices in order to complete duties. May operate radio equipment to facilitate communications including answering phones/dispatching when microwave system is down.
4. May receive freight/stock shipments and sign for receipt.
5. Sort and distribute incoming field office mail. Prepare outgoing mail for interoffice or external delivery. Prepare routine correspondence and forms for mail delivery or forward to appropriate personnel for local field office operations.
6. May operate handling equipment, i.e., forklift, appliance dollies, portable pallet movers, etc.
7. Perform other related clerical functions as assigned (i.e., forward reports to appropriate personnel, deliver packages to UPS or Purolator services for delivery, answer telephone and support field office operations, distribute forms and or notices to employees etc.).
8. May perform duties within the Field Clerk Customer Service and/or Warehouse classification for which he/she is qualified, as a back-up.

Education & Training

- High school diploma or equivalent.

Field Clerk – Operations (cont)

Qualifications

- General clerical skills (i.e., filing, copying, answering telephone, etc.)
- Basic keyboard knowledge and skills required.
- Ability to perform physical duties as required.
- Working knowledge of personal computers and software (Microsoft, etc.) desirable.
- Knowledge of basic math required.
- A general knowledge of company policies, procedures and operations is desirable.
- Previous customer contact experience helpful.