

JOB DESCRIPTION

JOB TITLE: Inventory Control Specialist

JOB STATUS: Exempt Position

GENERAL DESCRIPTION OF WORK PERFORMED:

Oversees and participates in the performance of all manual and clerical inventory duties for the Authority. This will include all ordering, inspecting, storing, issuing and shipping of materials and equipment in a central storekeeping operation. Must be able to effectively manage the inward and outward flow of the Authority's inventoried assets, while maintaining the inventory database, performing physical counts, and reconciling actual stock counts to software generated reports. Other duties include coordinating and resolving daily activities with maintenance and operations schedules and material requirements.

DESIRABLE EDUCATION AND EXPERIENCE:

Minimum high school or GED equivalent, Associate college degree in business or related field is a plus. Working knowledge of Excel, Word, and inventory related software is required. Fork lift and overhead crane experience is required. Water and sewer, or other utility related materials knowledge is a plus.

SPECIFIC JOB REQUIREMENTS MAY INCLUDE

(But are not limited to):

1. Familiar with material involved in water and waste water facilities.
2. Computer and inventory software experience required.
3. Must be able to lift and carry a minimum of 50 pounds.
4. Must be comfortable with heights and overhead activities.
5. Must be able to work on feet for extended periods of time.
6. Perform non-job related housekeeping duties as assigned.
7. Perform routine clerical duties, including data entry, and assisting internal customers.
8. Must have good communication skills, both verbal and written.
9. Must have valid driver license and insurable on the Authority's auto insurance policy.
10. Must maintain a residence which allows a reasonable response time.

REPORTS TO: Logistics Manager