



Job Posting

Position: Inventory Control Specialist

Summary: The Biloxi Housing Authority (“BHA”) is seeking a qualified and experienced Inventory Control Specialist to join our team! The primary purpose of this position is to administer, monitor, maintain and dispense inventory of BHA’s central warehouse and various sites in order to ensure adequate supplies are maintained for normal business needs of the BHA, including administration and maintenance operations. The incumbent assures barcodes are affixed to all supplies; may assist with researching suppliers for best price and quality of materials, supplies, and equipment; may assist with ordering supplies as needed; maintains a Just in Time system of ordering and stocking certain materials and equipment; maintains computer and paper records; and acts on staff requests for materials, supplies and equipment.

Required Education and Experience:

- High school diploma or equivalent and two (2) years of related experience. Warehousing experience is preferred; or
- Any equivalent combination of education, training, and experience which, in the sole determination of the Housing Authority, provides the required knowledge and abilities.

Duties and Responsibilities:

1. Administers, monitors and reports inventory of one central warehouse and various sites to ensure adequate supplies are maintained for normal business needs of the BHA, including administration and maintenance operations; ensures barcodes are matched and attached to all supplies as specified in BHA policy; maintains a Just in Time system of ordering and stocking certain materials and equipment.
2. Develops, and maintains current central warehouse catalogue listing, standardized supplies and equipment approved for purchase, including office supplies and standardized maintenance materials and equipment.
3. Assures that equipment, materials and supplies are tracked to barcodes of individual dwelling units or business offices.
4. Assists with researching the best price and quality of supplies requested by others or needed to replenish stock.
5. Checks incoming and outgoing material for numerical accuracy, quality, and descriptions and barcoding where necessary.
6. May process requisition orders plus shipping and receiving documentation.
7. Detects, resolves, and reports discrepancies with inventory to supervisor.
8. Responsible for maintaining and tracking all warehouse equipment and tools. Maintains a log for all BHA equipment and tools that are checked out by a staff member and ensures proper return. Performs accountability checks for checked out equipment on a monthly basis.

9. Travels to vendors to obtain ordered materials as needed.
10. Delivers materials to properties, offices, and employees as needed.
11. Completes site audits, cycle counts, and semi-annual inventories.
12. Assesses small tools inventory biannually to assure accuracy.
13. Tracks capital equipment and records activities relating to fixed assets.
14. With assistance from the Director of Maintenance and Modernization and the Maintenance Supervisor, develops and implements a program to standardize equipment at the housing sites and in the office to minimize inventory and provide for economical maintenance of the BHA properties.
15. Other related duties as assigned.

Benefits and Compensation:

BHA offers a comprehensive and competitive benefits package. The annual salary range for this position is \$36,800.00 - \$51,400.00. Salary is commensurate with experience and qualifications.

Location: Biloxi, MS

BILOXI HOUSING AUTHORITY

Position Description

Classification: **Inventory Control Specialist**

Supervisor: **Director of Maintenance and Modernization**

Department: **Maintenance**

Status: **Non-Exempt** Pay Grade/Range:

Summary

The primary purpose of this position is to administer, monitor, maintain and dispense inventory of BHA's central warehouse and various sites in order to ensure adequate supplies are maintained for normal business needs of the BHA, including administration and maintenance operations. The incumbent assures barcodes are affixed to all supplies; may assist with researching suppliers for best price and quality of materials, supplies, and equipment; may assist with ordering supplies as needed; maintains a Just in Time system of ordering and stocking certain materials and equipment; maintains computer and paper records; and acts on staff requests for materials, supplies and equipment.

All activities must support the Biloxi Housing Authority ("BHA" or "Authority") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The following is a listing of the key duties and responsibilities of this position, and the skills, experience and knowledge required for the employee in this position. The listed duties should not be considered as a complete listing of all the work requirements, but a representative listing of the key duties of the position. Additional tasks to those listed below may be required, and individuals holding this position may be required to work in other areas of the housing authority to equalize or balance the workload, cover absences, or for other business needs of the housing authority.

1. Administers, monitors and reports inventory of one central warehouse and various sites to ensure adequate supplies are maintained for normal business needs of the BHA, including administration and maintenance operations; ensures barcodes are matched and attached to all supplies as specified in BHA policy; maintains a Just in Time system of ordering and stocking certain materials and equipment.
2. Develops and maintains current central warehouse catalogue listing, standardized supplies and equipment approved for purchase, including office supplies and standardized maintenance materials and equipment.

BILOXI HOUSING AUTHORITY

Position Description

3. Assures that equipment, materials and supplies are tracked to barcodes of individual dwelling units or business offices.
4. Assists with researching the best price and quality of supplies requested by others or needed to replenish stock.
5. Checks incoming and outgoing material for numerical accuracy, quality, and descriptions and barcoding where necessary.
6. May process requisition orders plus shipping and receiving documentation.
7. Detects, resolves, and reports discrepancies with inventory to supervisor.
8. Responsible for maintaining and tracking all warehouse equipment and tools. Maintains a log for all BHA equipment and tools that are checked out by a staff member and ensures proper return. Performs accountability checks for checked out equipment on a monthly basis.
9. Travels to vendors to obtain ordered materials as needed.
10. Delivers materials to properties, offices, and employees as needed.
11. Completes site audits, cycle counts, and semi-annual inventories.
12. Assesses small tools inventory biannually to assure accuracy.
13. Tracks capital equipment and records activities relating to fixed assets.
14. With assistance from the Director of Maintenance and Modernization and the Maintenance Supervisor, develops and implements a program to standardize equipment at the housing sites and in the office to minimize inventory and provide for economical maintenance of the BHA properties.
15. Other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Knowledge and understanding of obligations, functions, programs and services of the BHA in relation to staff, resident customers, and the community.
2. Knowledge of inventory, warehousing, and safety procedures
3. Ability to multi-task, prioritize and resolve problems.

BILOXI HOUSING AUTHORITY

Position Description

4. Ability to organize own time and effort to meet assignments.
5. Knowledge of and ability to operate office equipment, especially the use of computers for word processing and spreadsheet applications.
6. Mechanical understanding of and ability to use hand and small power tools and ladder.
7. Familiarity with multi-line business telephone equipment usage and procedures. Experience in handling multiple calls and visitors, and the use of message retrieval systems and transmission.
8. Ability to express and transmit ideas and knowledge clearly and concisely in writing and verbally with supervisor, employees, residents, and visitors.
9. Demonstrated knowledge of business English, spelling, punctuation and grammar; fluent speaking.
10. Ability to successfully work on tasks in a detailed approach.
11. Ability to exercise sound judgment and to act decisively under pressure.
12. Ability and motivation to work in a professional manner with a variety of individuals and groups in the residential environment, community, and within the BHA.
13. Ability to communicate in English, both orally and in writing; strong interpersonal skills and coaching skills.
14. Demonstrated skills in computer data entry and using computerized barcode equipment; problem solving with computer tracking software.

Commented [F51]: Duplicate o #9

Supervision

The employee receives supervision and assignments from the Director of Maintenance and Modernization. Courses of action, deadlines and priorities are set by BHA operational needs or the Director of Maintenance and Modernization, depending on the assignment. Routine duties are initiated and completed by the employee without supervisory direction and within established BHA policies. Instructions to the employee may be general or specific in nature. Complex problems or situations not covered by instructions are usually researched by the employee and referred to the supervisor for concurrence. The employee's work is reviewed periodically for accuracy, completion, and compliance with policies and procedures.

BILOXI HOUSING AUTHORITY

Position Description

Minimum Education and/or Experience

1. High school diploma or equivalent and two (2) years of related experience. Warehousing experience is preferred.
2. Any equivalent combination of education, training, and experience, which, in the sole determination of the BHA, provides the required knowledge and abilities, may be considered sufficient.

Language Skills

Ability to read, analyze, and interpret general business periodicals and technical procedures. Ability to communicate clearly and concisely, both verbally and in writing. Ability to understand and follow verbal and written instructions. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Must demonstrate proficiency in basic business math. Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

Technical Skills

To perform this job successfully, the employee should have strong computer skills (MS Word, Excel, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks.

Special Requirements

1. Must possess a valid license, reliable transportation and be insurable under BHA's automobile insurance plan.
2. Criminal background checks will be performed on all applicants.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to travel to various Authority sites and throughout warehouses. Daily movements include sitting; standing; reaching and grasping; moving about the properties; and attending onsite meetings and

BILOXI HOUSING AUTHORITY

Position Description

offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must routinely transport up to 100 pounds.

Working Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position generally works on Authority sites or in warehouses, which may cause the employee to experience a range in temperatures and other weather conditions. The noise level may be loud, and the environment may be more hazardous than a standard office environment. This position may be required to work with contractors or vendors as well as Authority residents.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]