

Job Opening

Date: October 4, 2022

To: Internal/External Applicants

From: Meredith Troughton, HR

Re: Job Opening for Warehouse Manager

Qualified applicants are encouraged to apply for the vacant position currently open in the Finance Division of the Metropolitan Sewer District. This position is open until filled.

Hiring Range; Min: \$43,860.00 Mid: \$ 53,750.00 salary will depend on qualifications and experience.

JOB DUTIES:

Under general supervision this position is responsible for coordination of materials associated with the purchasing and warehousing of materials and supplies used by MSD, including receiving, storage, staging, and inventory management of such materials. Actual daily duties may include any combination of the following as the work assignment may require. Independent judgment and initiative are required in entering and updating various files to ensure that accurate information is entered into the system. Tack and courtesy are required in frequent dealings with employees, vendors, and other purchasing personnel

The incumbent should have a broad understanding of where and how parts at MSD are used. This knowledge is applied daily to translate parts need which are routinely expressed in "street" or "trade" names into the proper descriptions and catalog numbers by which materials are identified within the procurement and warehousing system. Physical demand requirements are those for medium to heavy work. Reports to the Director of Finance.

MINIMUM TRAINING AND EXPERIENCE

- High School Diploma, supplemented by course work in computer entry, or any equivalent combination of training and experience.
- Must be able to attend and successfully complete the basic purchasing courses sponsored by the Institute of Government.

PREFERRED QUALIFICATIONS

- Forklift Operators Licenses

Interested candidates can apply online at <http://www.msdbc.org/employopps.php> will find more information at our website: www.msdbc.org. Resumes may also be submitted to mtroughton@msdbc.org.

MSDBC is an Equal Opportunity Employer

Best of luck to all applicants.

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