

INVENTORY CONTROL SPECIALIST

JOB SUMMARY:

This position oversees the Sisseton Wahpeton Housing Authority's stock of materials and supplies. The primary job duty is ensuring products and materials are accurately tracked, stored, and replenished. This position will work closely with the Executive Director to make sure timely purchases are kept in compliance with the Sisseton Wahpeton Housing Authority purchasing and procurement policies. Must adhere to the SWHA personnel policies.

SUPERVISION:

This employee will receive administrative direction from the Executive Director; the employee will also work closely with the Sisseton Wahpeton Housing Authority's maintenance supervisor. If needed in the future, this position will be responsible for supervising, mentoring, and evaluating the Inventory Clerk if that position becomes necessary.

DUTIES AND RESPONSIBILITIES:

1. Manage the day-to-day flow of inventory.
2. Maintain a physical inventory list for the entire SWHA.
3. Order supplies when directed by the SWHA Executive Director.
4. Create purchase orders and route the copies to the appropriate departments.
5. Enter all invoices into software system.
6. Maintain an equipment transfer file system.
7. Enter all purchases into a spreadsheet and check for accuracy.
8. Maintain a fixed asset file system.
9. Maintain all computerized work orders on the Great Plains software program and keep staff updated on housing and maintenance repair materials ordered.

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10. Exhibit a friendly, helpful, and courteous manner when dealing with coworkers and vendors.
11. Provide a monthly report to the SWHA Executive Director.
12. Develop cost reduction strategies.
13. Prepare the inventory department's yearly budgets and budget revisions.
14. Perform related work as required or assigned by the Executive Director.

DESIREABLE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of office practices and procedures including effective use of a calculator and are computer literate. Have a deep working knowledge of setting up and maintaining an inventory program. Must be able to communicate effectively, both orally and in writing.

REQUIREMENTS AND QUALIFICATIONS:

- Minimum Education of an Associates Degree in Business, Management, or Economics required. A four-year degree in a professional field is preferred.
- Work experience of 3+ years in procurement, purchasing, or inventory control is preferred.
- Must be extremely efficient in Microsoft Office products, including but not limited to Excel, Word, Office, and Power Point.
- Have knowledge of Great Plains Accounting System.
- Previous supervisory experience preferred.
- Willing to enhance employment skills with job related training opportunities.
- Indian Preference will apply to qualified applicants. Applicants claiming Indian Preference must provide BIA Form 4432.
- Possess a valid South Dakota Drivers license.
- Must provide a minimum of three (3) references.
- Veteran's Preference will apply.