

Inventory Control Specialist

The East Point Housing Authority seeks a Full Time Inventory Control Specialist, who can pay very close attention to detail in order to effectively manage the Housing Authority's inventory. Under direct supervision of the Maintenance Supervisor, the Inventory Control Specialist will be responsible for all aspects of inventory integrity, and will be a key component of ensuring the accuracy, efficiency, and productivity of the area, and responsible for increasing and maintaining company profitability by keeping accurate inventory levels; the candidate also ensures that optimal inventory is present and ready for use, monitors movement of all items related to inventory including Work Orders, Turnkey, Preventive Maintenance, and other activities that impact inventory. Ability to multitask and work independently with precise detail and follow-up reporting. Demonstrated analytical, organizational and communication skills. This position will involve opportunities to learn technical aspects of the area, as well as working closely with maintenance, finance and Public Housing Staff. The candidate will maintain open communication with management, consistently maintain a professional, courteous attitude when interacting with residents, co-workers and the general public. Experience with subsidized housing is a plus. The successful candidate must have an Associate's degree or higher in business management or related field is preferred and one to two years in warehousing, inventory control, cost accounting, and familiarity with inventory products related to turnkey processes. Additional training highly desirable. Must possess a valid driver's license, and have reliable transportation. Applicant must successfully complete a drug screen, have a clean driving record with the Department of Motor Vehicles, and pass a criminal history/law enforcement background check. Salary: \$14.00 - \$19.50 per hour, depending on experience, non-exempt Benefits: Paid vacation and holiday policy, health, dental, and vision insurance, and retirement plan. Applications may be obtained from: EPHA website www.eastpointha.org; click on "Work with Us" for job openings. Applicants must submit an EPHA job application and resume to be considered. Please submit application and resume to HACEPG HUMAN RESOURCES at Post Office Box 91363, East Point, GA 30364 or Jobs1@eastpointha.org; to be considered. Applications and resumes will be accepted until the position is filled.

The Housing Authority of the City of East Point, Georgia is an Equal Opportunity Employer