

Warehouse Manager/ Procurement Assistant

Department: Business

Reports To: Director of Procurement

SUMMARY: Assists the Director of Procurement and manages the District warehouse

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties as assigned.*

- Maintain, distribute, and deliver warehouse supplies and equipment.
- Deliver inter-department mail.
- Distribute and process all postal mail.
- Distributes materials as needed.
- Assists with set-up preparation for meetings within the district.
- Assists Procurement Director with District purchasing.

SUPERVISORY RESPONSIBILITIES:

N/A

QUALIFICATION REQUIREMENTS: To perform this job successfully, employee must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

Bachelor's Degree in Business Administration

LANGUAGE SKILLS: The employee must have the ability to read and comprehend complex instructions, short correspondence, and memos. The ability to write routine reports, communicate, and correspond both orally and in writing effectively with vendors, administration and staff is required.

MATHEMATICAL SKILLS: The employee must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Application of percentages, ratios, and proportions to practical situations is required.

OTHER SKILLS AND ABILITIES: Valid South Carolina driver's license with a clean driving record. Ability to develop effective working relationships with staff and district employees. Proficiency with Microsoft applications such as Excel, Word, PowerPoint, and Publisher as well as Google applications required. Ability to perform duties with a high level of detail and accuracy.

PHYSICAL REQUIREMENTS: 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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; and climb. The employee must occasionally lift and/or move up to 50 pounds. Occasionally, the employee must lift/and or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

WORK 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.

The noise level in the work environment is usually quiet.

The information contained in the job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.