

Warehouse Manager
New Hanover County Schools

Job Description

Class: Classified

Dept: Purchasing

TITLE: Support Associate VII

QUALIFICATIONS:

1. High school degree.
2. Three to five years experience in office environment with responsibility for complex duties. Prefer experience with generally accepted accounting principles and practices.
3. Effective communication and computer skills.

REPORTS TO: Director of Purchasing

JOB GOAL: To assist the Director of Purchasing with all aspects of purchasing operations for the New Hanover County School System.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school purchasing issues.
2. Manage, organize and maintain the purchasing warehouse; supervise and coordinate receipt, stocking and distribution of items.
3. Assist with the evaluation and supervision of all warehouse personnel and the operation of the Print Shop.
4. Maintain textbook files for schools and departments; process school and department requisitions for textbooks on AS400 and state textbook programs; assist schools and departments in material selection.
5. Prepare annual state textbook reports; review and reconcile monthly state textbook statement.
6. Provide information on warehouse inventory to schools and departments; monitor returns, refunds and exchanges; monitor cycle count inventory monthly.
7. Order warehouse stock to maintain adequate inventory; monitor daily shipping log; report stock complaints and shipping problems.

8. Maintain active purchase order file; monitor process regarding vendor discrepancies on warehouse inventory orders.
9. Prepare and monitor Worker's Compensation.
10. Conduct training on forklift operations for all appropriate departments.
11. Evaluate equipment/property to determine if cost effective to repair and make recommendation to salvage or dispose by auction; schedule and dispatch surplus property.
12. Monitor warehouse personnel and drivers to ensure all warehouse orders are pulled and delivered in a timely manner on assigned routes in compliance with all organization rules and regulations.
13. Prepare and maintain procedures for the disposition of surplus property for schools and departments.
14. Performs other related duties and responsibilities as requested by the Director.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: 12 month work year/At-Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 71

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, vendors, and central office staff.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to work independently, meet deadlines and accomplish specific tasks as requested.
- Ability to compile and summarize information with speed and accuracy.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Extensive knowledge of office practices, procedures and safety requirements.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.