

**Support IV- Warehouse  
New Hanover County Schools**

**Job Description**

**Class: Classified**  
**Dept: Purchasing**

**TITLE:** Support IV

**QUALIFICATIONS:**

1. High school degree or equivalent.
2. Knowledge of methods used in maintaining warehouse operations preferred.
3. Valid North Carolina driver's license.
4. Other qualifications as the board and superintendent may deem appropriate.

**REPORTS TO:** Director of Purchasing

**JOB GOAL:** To assist with the efficient operation of the central warehouse 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 system purchasing.
2. Maintain purchase order file and follow up on warehouse inventory stock orders with vendors.
3. Handle all shipment discrepancies for warehouse stock orders.
4. Assist with warehouse organization of inventory items and filling orders.
5. Process and distribute all incoming department mail; assist with preparation of bulk mailings and freight carrier shipments for all schools and departments.
6. Process and key inventory receiving for warehouse orders.
7. Assist with local pick up of materials from vendors as requested by schools and departments.

8. Assist with counting, receiving and signing for all incoming freight from all carriers.
9. Check in purchase orders and mark for shipment to schools and departments.
10. Performs other related duties as requested by Director or Manager.

*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:** Twelve month work year/At Will/FLSA Non-Exempt

**Starting Salary and/or Grade:** Grade 61

**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:**

- Physical ability and dexterity to perform duties and responsibilities of the job.
- Ability to communicate both orally and in writing with persons at all levels.
- Ability to follow broad verbal and written instructions.
- Ability to perform job with speed and accuracy including data entry and inventory counts.
- Ability to lift up to 60 pounds.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.