



Position Description

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| Position Title: | Inventory Control Specialist | Department: | Maintenance |
| Reports to: | Superintendent – Maintenance | Employment Status: | Full-Time |
| FLSA Status: | Non-Exempt | Date Created: | February 2020 |

Summary

The primary purpose of this position is to perform administrative work in support of the Maintenance Department. The incumbent is responsible for maintaining inventory files; completing inventory review and purchasing of maintenance-related goods, preparing reports, word processing, and updating computer files.

All activities must support the Columbia Housing's ("CH") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Establishes and maintains inventory control; establishes inventory codes in computer for new items, adds bins with new inventory codes.
- Administers and oversees CH work order system. Receives requests from management, staff, residents, and others regarding maintenance repairs across CH and its entities.
- Maintains records of all inventory; ensures staff are provided with appropriate supplies and equipment; researches vendors cost and budget to purchase supplies and materials; places approved orders; receives, tracks invoices and makes task orders.
- Transfers inventory between sites and issues out inventory as needed.
- Meets with vendors to acquire new products and places new orders.
- Creates, updates, and maintains maintenance reports, including but not limited to: maintenance and inventory control, inventory value, maintenance transfers, vehicle audits, and vacancy reports in a timely manner in accordance with reporting schedules and deadlines (i.e., weekly, monthly, etc.).
- Receives and directs all incoming telephone calls, places key outgoing calls; forwards detailed information to the department managers for an immediate response.
- Performs clerical duties such as filing, typing correspondence, mailing, scheduling meetings, transcribing dictation, and taking/transcribing minutes, etc.
- Completes preparatory work for scheduled meetings, including word processing, preparation of graphs, spreadsheets, statistical illustrations, and preliminary and final reports.
- Maintains departmental correspondence, statistical, and operating records; composes reports, correspondence, and statistical records.
- Assists departmental staff in assembling and editing reports and informational materials.
- Maintains departmental records and files and serves as the main communication interface for the department.
- Ensures proper maintenance of office equipment and office supplies.
- Serves as back-up to the Work Order Specialist, as needed.
- Performs other related duties as assigned.



Position Description

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of CH. Uses appropriate judgment & decision making in accordance with level of responsibility.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind. Recognizes work colleagues as customers.

Effective Communication: Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Job Competencies

- Knowledge of HUD, federal, state, and local laws and regulations, as well as CH policies and procedures related to the position.
- Knowledge of inventory, warehousing, and safety procedures.
- Demonstrated skills in computer data entry and use of computerized barcode equipment.
- Skill in customer service and resident relations.
- Ability to understand and follow moderately complex written and oral instructions and to communicate and relate to persons of diverse backgrounds, ages, and abilities.
- Ability to perform duties with a high degree of judgment, discretion, and confidentiality.
- Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, residents, HUD, community partners, and local, state, and federal officials; Ability to communicate with people from a broad range of socio-economic backgrounds.

Education and/or Experience



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Associate's Degree in Business Administration or related field and a minimum of four (4) years of progressively responsible experience in administrative or responsible clerical work related to inventory control. An equivalent combination of education and experience may be considered.

Some positions may require possession of a valid driver's license and the ability to be insurable under CH's automobile insurance plan at the standard rate.

Technical Skills

To perform this job successfully, the employee should have strong computer skills (e.g. MS Word, Excel, PowerPoint, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks.

Physical Demands

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.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; reaching and grasping; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must occasionally transport up to 50 pounds.

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.

Office environment. The noise level in the work environment is moderate.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]