

Inventory Specialist II

South Central Planning & Development Commission is accepting resumes for an Inventory Specialist at its Houma location. The Inventory Specialist is responsible for maintaining inventory records, monitoring stock, managing inventory software data, and properly tracking inventory usage by assigned projects. The Specialist oversees restocking of needed inventory & supplies, tags new items with correct bar coding and inputs items with adjusted pricing into inventory software. In addition, this position is responsible for controlling the flow of supplies and equipment for the purpose of tracking for accurate billing of projects. The Specialist must work with yard personnel to assign & locate supplies & equipment and also work closely with purchasing related to procurement of items. The candidate must possess a valid driver's licenses, clean driving record, be capable of lifting 30lbs and driving a forklift and/or other equipment. This individual should possess a high school diploma as a minimum and have 5 years' minimum similar work experience, or possess an Associate's Degree from an accredited University. This position is an hourly employee with permanent status and fringe benefits. Benefits include retirement, health/dental/vision/life insurance, paid holidays, vacation & sick leave. Starting pay will be approximately \$21.00-\$26.00 an hour depending on experience. SCPDC is an EOE/AAE

Resumes will be accepted until positions are filled. Send resume to: SCPDC Inventory Specialist
PO Box 1870, Gray, LA 70359 or email to: employment@scpsc.org