



Town of Mooresville

Recruitment Announcement

May 18, 2011

Position: Warehouse & Purchasing Technician

Department: Finance Department

Salary Range: \$32,620 - \$51,016

Application Deadline: Open Until Filled

Description:

An employee in this position is responsible for coordination of materials associated with the purchasing and warehousing of materials and supplies used by the Town, including receiving, storage, staging, and inventory management of such materials. This employee is also responsible for preparing bid documents and specifications, obtaining price quotes, placing orders, and performing related tasks in the purchasing function. Work requires accuracy and thoroughness in the record keeping duties and tact and diplomacy in the public contact duties. Work requires the maintenance of adequate, economical supply of all inventoried materials by establishing and maintaining a recommended min/max stocking level; entering all received and issued warehouse items into the computerized inventory system and considerable knowledge of the principles and methods of purchasing, inventory control, record keeping, and warehouse operations.

Minimum Requirements:

Graduation from a community college with an Associate's degree in business administration or related field and two to five years of experience in a purchasing or warehousing operation in an automated environment, or an equivalent combination of education and experience.

Hours:

8:30AM – 5:00PM (Monday – Friday)

Other Information:

Considerable knowledge of principles and methods of purchasing, inventory control, record keeping, and warehouse operations. Considerable knowledge of North Carolina General Statutes and local regulation regarding purchasing procedures. Must be able to physically operate a variety of machinery and equipment including computer terminals, forklifts, hand tools, etc. Must be able to exert up to 100 lbs. of force occasionally, and/or up to 25 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

How to Apply:

Applications will be accepted at the Human Resources Department, 413 N. Main Street or NC Employment Security Commission, 470-A N. Broad Street, Mooresville, NC. Applications can also be downloaded from the website: www.ci.mooresville.nc.us. Resumes will NOT be accepted in lieu of a Town of Mooresville application and applications will NOT be accepted after the closing date.

Benefits:

Paid vacation leave plus 11-12 paid holidays; excellent medical, dental and vision insurance; local government retirement; 401(k); life insurance; flexible spending accounts; direct deposit.

An Equal Opportunity Employer