

**Position: WAREHOUSE AND SUPPLIES MANAGER****Civil Service Title: Material and Stores Supervisor (c0340)**

Main Function:

The Warehouse and Supplies Manager is responsible for maintaining NORDC warehouse facilities, associated inventories, and efficient processing of supply orders.

Reports to: *NORDC Maintenance Tradesman Supervisor*

Duties:

- Maintain warehouse facilities to the highest standards of cleanliness and organization;
- Fulfill supply and equipment orders to other NORDC divisions in a timely and efficient manner that ensures continuity of services;
- Perform and record accurate inventory counts
- Ensure adequate inventory levels are maintained via full compliance with city and department procurement policies and procedures;
- Perform necessary maintenance of warehouse equipment
- Maintain timely and accurate records related to warehouse inventory and equipment; and
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

- Ability to conduct accurate and timely data entry tasks
- Ability to perform administrative duties
- Extremely responsible, punctual, and detail oriented
- Ability to work independently in the absence of direct staff supervision
- Ability to understand and follow oral and written instructions
- Ability to represent NORDC in a professional and courteous manner

Employment Requirements:

- Must maintain an Orleans Parish domicile
- Five (5) years of full-time experience in inventory control and/or management of supplies, material, and equipment in a large warehouse or facility. At least one (1) year of this experience must have been in a supervisory capacity.

Compensation:

Base Wage/Status: \$31,117/annually, \$14.96/hour, NON-EXEMPT

Work Week: 40 hours per week. This position may be required to work flex shifts and extended hours, as needed.