

NOTICE TO THE PUBLIC

JOB POSTING

Warehouse Manager

Posted: 07/26/2021

End Date: Until Filled

The City of Monroe is now accepting applications for the position of Warehouse Manager. This position is responsible for controlling the general functions associated with managing and maintaining the Supply Warehouse for the City of Monroe. Duties and responsibilities include, but are not limited to obtaining pricing, ordering, receiving, stocking, shipping, inventory control, organizing material for projects, and distributing material to all departments as assigned; coordination of maintenance activities for all vehicles and equipment, general upkeep of the inventory warehousing facilities, and procurement related activities associated with sealed bids, proposals, and project management activities.

Qualified applicants must:

- Have a high school diploma or general education degree (GED); or equivalent combination of related training and experience.
- Have possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated. Ability to obtain certification in governmental purchasing, or other areas of financial and utility administration that facilitates job knowledge, license.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have knowledge of policies and procedures for maintaining warehouse and inventory operations.
- Must have skill in the use of a personal computer with knowledge of Microsoft Office suite of products and the ability to learn software and web-based systems to include purchasing, inventory, fuel card, GPS and mobile phone systems.
- Must have skill in the use of such equipment as forklifts, pallet jacks, and other similar equipment.
- Must have skill in maintaining accurate records.
- Must have skill in following oral and written instructions.

The City of Monroe offers a comprehensive benefit package. Salary range for this position is from \$37,000 to \$62,000. Actual starting salary within this range is dependent upon applicant's qualifications. **Direct Deposit is a requirement.** Applications may be obtained at City Hall, 215 N. Broad Street, Monroe, GA 30655 or printed from the City website at www.monroega.com (under Government/Job Opportunities). A full job description is available at City Hall. A resume will not be accepted in lieu of a fully completed application, but may be attached. Completed job applications must be returned to/received by City Hall at the above address or by mail to City of Monroe, attn.: HR, PO Box 1249, Monroe, GA, 30655.

The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place.

Per Georgia Code 34-9-414 be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post rehabilitation, and routine fitness-for-duty (random) drug testing.