



# Spirit Lake Housing Corporation

PO Box 187

Phone 766-4131 Fax 766-4843  
Fort Totten, North Dakota 58335

## JOB ANNOUNCEMENT

**POSITION:** WAREHOUSE MANAGER

**BASIC FUNCTION:** Responsible for receipt, unloading, storage, accuracy of count and issue of inventory and equipment and perform physical inventories.

**SUPERVISION:** Executive Director

**PAY RATE:** D.O.Q.

**OPENING DATE:** Wednesday, August 14, 2019

**CLOSING DATE:** Wednesday, August 28, 2019 at 4:00p.m.

### DUTIES AND RESPONSIBILITIES:

1. Provide supervision of all activities and operations within the Warehouse.
2. Responsible for overall administration, coordination and control of all SLHC property.
3. Implement all department policies and procedures and all other departmental directives, regulations, issuances or instructions.
4. Maintain property accountability records and provide all required documentation to support entries, changes and deletions in inventory control management system.
5. Prepare and provide all required documentation on actions affecting property (i.e. acquisitions, transfers and disposal.)
6. Create and maintain inventory databases in software for retrieval of information. Verify inventory transactions and post batches daily.
7. Reconcile gas receipts to invoices, attach backup and submit to finance for payment monthly.
8. Prepare memorandums, reports and general correspondence.
9. Determine what materials, supplies or equipment is needed or at reorder point and prepare requisitions and submit to procurement officer.
10. Determine proper storage methods, identification and location of inventory based on turnover and environmental factors, so that inventory can be easily located.
11. Ensure required physical inventories are conducted within SLHC requirements.
12. Perform physical and cycle count inventories as required.
13. Make recommendations for the improvement of inventory control property management.
14. Establish internal controls for management of SLHC property to provide effective control of all property.
15. Ensure SLHC property is managed in a manner that provides protection against fraud, waste and abuse.
16. Implement restructuring of warehouse to incorporate bar code system
17. Other Duties as assigned.

## REQUIREMENTS AND QUALIFICATIONS:

1. 5 years or more experience in inventory warehouse management and a high school diploma or an Associate of Applied Science with emphasis in Accounting or Business.
2. Possess knowledge of departmental policies and procedures.
3. Must be computer literate with PC hardware and SLHC bar code system, Excel spreadsheets and Microsoft Word.
4. Have at least 2 years' experience working with Housing Data Systems software, or Quick books software.
5. Must possess both written and verbal communication skills.
6. Provide supervision of all activities and operations of department.
7. Willingness to assume responsibility for accuracy of work performed.
8. Possess good public relation skills working with both SLHC personnel and the general public.
9. Attend workshop/training as required.
10. Must possess and maintain valid ND driver's license throughout employment and be able to be covered under the SLHC vehicle insurance policy.
11. Must be physically able to lift or move at least 100 lbs.
12. Willing to take pre-employment drug test and all random testing.
13. Must have experience and knowledge of heavy equipment.

***APPLICATIONS MAY BE PICKED UP AND RETURNED TO ANTHONY LONGIE AT THE SPIRIT LAKE HOUSING CORPORATION NO LATER THAN THE ABOVE DATE AND TIME.***

***PLEASE ATTACH ALL REQUIRED DOCUMENTATION TO YOUR APPLICATION, IF NOT ATTACHED THE APPLICATION WILL BE CONSIDERED INCOMPLETE.***

*SLHC will provide equal employment opportunity without regard to race, color, tribal affiliation or membership, sex, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity, or status as a veteran. Notwithstanding this provision, SLHC will give preference in contracting, training and employment to Native Americans, Native American owned economic enterprises and Native American Indian organizations pursuant to section 7(b) of the Indian Self-Determination and Education Assistance Act, 25 U.S.C.A. § 450 e(b) and NAHASDA regulations at 24 C.F.R. part 1000.*