POSITION OPEN

The Council Bluffs Water Works has an immediate opening for a Inventory Specialist. The Inventory Specialist maintains orderly storerooms and warehouses at all CBWW locations. The individual is responsible for the organizing, receiving, accounting, storing, and issuing of all materials and tools utilized at the Council Bluffs Water Works, including performing cycle counts and reconciling inventory discrepancies. Individual will be able to perform heavy and demanding physical labors outdoors under all weather conditions. Safely operate machinery and use equipment necessary to receive and unload deliveries and rearrange materials. High school diploma or equivalent is required. Council Bluffs Water Works offers an excellent career opportunity and benefits package.

If you are interested in this excellent career opportunity, send your resume to:

INVENTORY SPECIALIST
ATTN: HILLEARY SCHRAGE
2000 N 25TH ST
COUNCIL BLUFFS, IA 51501
hschrage@cbwaterworks.com
712-328-1006 Ext. 1013

You may view a detailed job description of this position by visiting our web page.
www.cbwaterworks.com

JOB DESCRIPTION

Title of Position: Inventory Specialist

Department: Customer Service

Title of Immediate Supervisor: Administrative Manager

Definition: The Inventory Specialist maintains orderly storerooms and warehouses. The individual is responsible for the organizing, receiving, accounting, storing, and issuing of all materials and tools utilized at the Council Bluffs Water Works, including performing cycle counts and reconciling inventory discrepancies.

Major Responsibilities:

1. Maintains orderly Storerooms and Warehouses at all Council Bluffs Water Works locations.

2. Requisitioning or creating purchase orders and expediting delivery of all products used by Council Bluffs Water Works. This includes restock orders tracking inbound shipments, and processing returns/damaged goods.

3. Contacts vendors for pricing and product information.

4. Safely operate machinery and use equipment necessary to receive and unload chemicals/large shipments and to move, organize, and rearrange warehouse materials, tools, supplies, chemicals, including during inclement weather.

5. Receive incoming deliveries and ensure accuracy of shipment. Items are then recorded, stored and distributed to necessary personnel.

6. Maintain accurate records and ledger concerning payroll, requisitions of tools and supplies, monthly vehicle operating and maintenance cost.

7. Other duties may be assigned, as necessary.

Required Knowledge, Skills and Abilities

1. Employee will be able to perform heavy and demanding physical labor outdoors and indoors.
2. Must be able to work with little or no direct supervision translating general direction or guidance from the supervisor into a finished work product.
3. Must possess minimum typing skills.
4. Must be able to read and write basic English.
5. Must be able to use an adding machine or calculator.
6. Must have knowledge of inventory control using a computer based data entry system.
7. Must be able to perform regular cycle counts and coordinate with various departments, or outside vendors to ensure correct and accurate inventory.
8. Must be able to investigate missing stock, and communicate pertinent information (inventory/receiving issues, out-of-stock inventory, or product damage) to supervisor(s) in a timely manner.
9. Must be able to coordinate with outside vendors for janitorial and uniforms services.
10. Must possess working knowledge of the construction trades.
11. Must abide by OSHA guidelines.
12. Must be available for occasional overtime and emergency callouts, including loading materials and supplies for emergency repairs.
13. Other duties may be assigned as necessary.

Required Experience and Training:

1. High school degree or equivalent.
2. Minimum of 3 years of experience in a data entry, accounting, warehouse, or job related environment.

Physical Requirements:

1. Employee will be able to read labels, shipping documents, and computer screens, and to operate forklift and other heavy equipment safely.
2. Must be able to communicate in English with coworkers, vendors, and delivery drivers, in person and by telephone.
3. Must be able to walk over uneven terrain under all weather conditions.
4. Must be able to wear and utilize required personal protective equipment (PPE) for the duration necessary to safely perform assigned duties.

5. Must be able to climb interior and exterior stairs.

6. Must be able to climb a ladder.

7. Must be able to safely climb in/out of and operate machinery to include skid loaders, front end loaders, or forklifts.

8. Must be able to squat down and/or bend over in non-standard locations.

9. Must be able to lift 50 pounds into and out of truck bed.

10. Must have manual dexterity sufficient to thread small screws, bolts, nuts, and appurtenances.

11. CBWW will consider reasonable accommodations for any of these requirements.