Supply/Warehouse Clerk 3 (EPR Inventory/Supply Specialist)

$20.00 per hour up to 40 hours per week  (Temporary Assignment Set to end February 28, 2021)

Job Summary:
Clayton County Health District’s Emergency Preparedness and Response (EPR) Department is seeking a qualified candidate to manage inventory and supplies. Under broad supervision, receives, stores and issues material, equipment and other items. Manages public health emergency equipment supplies and materials. Performs manual and clerical tasks involved in the distribution of supplies and materials.

Duties and Responsibilities:
Performs job responsibilities with minimal supervision. Delivers and transports supplies. Maintain vendor files and a listing of available surplus property available. Stores items in an orderly and accessible manner in warehouses, tool rooms, supply rooms or other areas. Verifies inventory of medical equipment by comparing to physical counts of stock.

Minimum Qualifications:
Vocational/Technical degree from an accredited college AND One year of experience in shipping and receiving OR High School diploma or GED AND Two years of experience in shipping and receiving OR One year of experience at the lower level Supply Warehouse Clerk 2(FES011) or position equivalent. Note Some positions require possession of valid driver’s license.

Preferred Qualifications:
In addition to entry qualifications, preference will be given to applicants with disaster management experience as well as the following:

- Forklift certification.
- Capable of lifting at least 40 lbs.
- Managing medical equipment inventory.

Work Conditions & Physical Demands: This position may require travel to sites outside the agency. Therefore, reliable transportation is required.

Deadline for Applications: UNTIL FILLED
SEND COMPLETED STATE OF GEORGIA APPLICATIONS AND RESUMES TO:

ATTN: HUMAN RESOURCES
CLAYTON COUNTY HEALTH DISTRICT
1117 Battlecreek Road
Jonesboro, GA 30236

Applicants chosen for employment will be subject to the following:
* Criminal Background Check/Fingerprinting
* Pre-employment Drug Screening
* Reference Check

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.