



***JOB ANNOUNCEMENT***  
***Warehouse Coordinator***  
**PS: Warehouse Coordinator – GSP131**  
Clayton County Health District 3-3  
Clayton County, GA

**Minimum Hire in Salary:** \$43,000.00

**JOB SUMMARY:**

Clayton County Board of Health seeks to hire a qualified candidate for the position of Warehouse. Under general supervision, performs complex administrative duties and operational data analysis and reporting in support of management decision making in functional area. Identifies trends, discrepancies and variances to improve the efficiency and effectiveness of operations. May partner with other departments, divisions, outside agencies and vendors, to address business issues. Exercises various latitudes of independent judgment. May administer or provide high level support for various projects, grants, contract, implementation of procedures and/or any specialized functions. Assists with orientation, training, or providing task guidance of junior team members.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

- Controls warehouse inventory.
- Ensure the warehouse is clean, and well-organized by sorting received inventory and storing in the assign units so that items are easy to locate at all times.
- Sweeping and light dusting to keep the warehouse neat.
- Maintain inventory records to reflect the accurate stock in the warehouse at any given time.
- Provide reports to show status of inventory.
- Inspect incoming inventory and equipment for quality before storing or rerouting.
- Use moving equipment like pallet jacks to safely and efficient move inventory around the warehouse and shipping facility.
- Packaging inventory for safe shipping.
- Ensure delivery schedule is maintained and promptly alert supervisors if a delay occurs or is likely.
- Perform periodic inventory checks to ensure the accuracy of database information and minimize the risk of inventory issues.
- Conduct physical inventories to determine losses and identify stocks for shipment.
- Assist in developing policies and procedures to direct the operations of the warehouse.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in business or related field from an accredited college or university AND Two years of experience related to area of assignment. Note: An equivalent combination of education and job specific

experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

### **PREFERRED QUALIFICATIONS:**

Preference will be given to applicants who in addition to meeting the minimum qualifications also possess the following:

- 5+ years of experience in the Logistics field
- At least 2 years of experience in a warehouse setting
- Strong experience with inventory software and control systems
- Proficient with Microsoft Office Suite

### **Deadline for Applications: UNTIL FILLED**

### **Employment Information**

Current State employees are subject to State Personnel Board rules regarding salary.

DPH accepts educational credentials recognized by the Council for Higher Education Accreditation (CHEA) and/or the US Department of Education (DOE). Clayton County Health District will contact educational institutions to verify degree, diploma, licensure, etc.

As an employee of Clayton County Health District, in the event of an identified emergency you may be required, as a term and condition of employment, to assist in meeting the emergency responsibilities of the department.

### **Benefits for Full Time Eligible Employees**

- 13 Paid Holidays
- Generous Leave Package
- Employees Retirement System
- Health Insurance
- Dental Insurance
- Vision Insurance
- Health Care Spending Account
- Dependent Care Spending Account
- Life Insurance
- AD&D Insurance
- Disability Insurance
- Legal Insurance
- Long-Term Care Insurance
- Specified Illness
- Deferred Compensation (401K & 457 Plans)
- Southern Federal Credit Union

*For more information on the State of Georgia Benefits visit - <http://team.georgia.gov/>*

**Additional Perks**

- A supportive and rewarding work environment
- Physical Activity Breaks
- Worksite Wellness Program
- Employee Assistance Program

*To learn more about Clayton County Health District visit - <https://www.claytoncountypublichealth.org/>*

**SEND COMPLETED STATE OF GEORGIA APPLICATIONS OR RESUMES TO:**

ATTN: HUMAN RESOURCES  
CLAYTON COUNTY HEALTH DISTRICT      Fax (770) 603-4873  
1117 BATTLECREEK RD.  
JONESBORO, Georgia 30236

**\*EQUAL OPPORTUNITY EMPLOYER\***

**Only those selected for an interview will receive notice.**

**Applicants chosen for employment will be subject to the following:**

**\*Criminal Background Check/Fingerprinting\*Pre-employment Drug Screening**

**\*Reference Check**