

JOB ANNOUNCEMENT
GOVERNMENT OF THE UNITED STATES
VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
Internal/External

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Warehouse Manager

LOCATION: St. Croix District

Interested persons should contact: **DIVISION OF HUMAN RESOURCES**
careers.stx@vide.vi

Deadline for applying: Until Filled

Salary: \$52,000

Union: Exempt

DESCRIPTION

This position performs work on assignments not limited to ordering, receiving, storing, and issuing materials, supplies, and equipment as well as maintaining electronic records of supply transactions for the Department of Education Division of Property and Procurement. Supervision is received from the Director of Property and Procurement. Incumbent must verify electronically or manually that supplies received are listed on requisitions and invoices and ensure that supplies and equipment are stored in a computer database or other designated area. This employee is responsible for the entire layout of the warehouse and all items therein. Work is reviewed for efficiency and effectiveness by the supervisor.

DUTIES AND RESPOSNIBILITES (NOT ALL INCLUSIVE)

- Responsible for acquisition, distribution and storage of all office and school supplies;
- Responsible for organization of all stored supplies and their distribution on a needs basis;
- Responsible for compiling and maintaining an electronic or manual inventory of all supplies pickups and drop off;
- Assumes responsibility for organizing , updating and maintaining inventories and records of all office and school supplies in the warehouse;
- Plans layouts of warehouse and other storage areas considering turnover, size, weight and related factors;
- Advises employees on methods and use of equipment in handling and storing problems;
- Studies, records and recommends remedial action for reported non-usable, slow-moving excess stock;
- Schedules the pickup of materials with other schools, activity centers and other locations;
- Schedules work for special and periodic inventories;
- Traces history of items to determine reasons for discrepancies between inventory and stock-control records;
- Ensures and facilitates the appropriate actions for any inconsistency between purchase orders and shipments received or due action requests in regards to damaged items or shortages;
- Ensure that reporting and internal control systems are functioning and all relevant records are properly maintained;
- Ability to supervise warehouse staff (i.e. laborers and drivers)
- Performs other related work or duties as required.

KNOWELEDGE, SKILLS AND ABILITIES

- Knowledge of warehousing and storage requirements involved in stocking a variety of materials, accurately counting items/supplies, picking up orders, packing required items/supplies and delivery

process;

- Knowledge of warehouse supplies receiving and storage;
- Knowledge of record keeping practices and methods;
- Knowledge of federal safety guidelines;
- Ability to read, understand and give clear oral or written instructions, shipping orders, department paperwork, and safety warning labels;
- Ability to inspect merchandise and other supplies to ascertain proper conditions upon receipt;
- Ability to keep routine receipt, issuance and stock records, and to make mathematical calculations rapidly and accurately;
- Ability to actively pursue continuous improvement and ease of the tasks of the position to meet or exceed department needs;
- Ability to maintain high levels of accuracy when identifying and pulling correct items/supplies, to meet or exceed customer's expectations;
- Ability to listen to others and appropriately act on information provided;
- Ability to perform repetitive or short-cycle work;
- Ability to perform basic addition, subtraction, multiplication and division calculations;
- Ability to safely and effectively operate department tools including but not limited to: paper-packaging dispenser machine, tape dispenser, copier and fax machine;
- Ability to prioritize work tasks according to department requirements;
- Ability to work effectively under pressure or deadlines;
- Ability to work effectively in a team environment;
- Ability to work in a fast-paced, changing environment;
- Excellent organizational skills;
- Proficient in Microsoft Office;
- Must be flexible, proactive, highly motivated, resourceful, professional and efficient;
- Ability to establish and maintain effective working relationships;
- Ability to lift seventy (70) pounds or more.
- Ability to exercise sound independent judgment in carrying out functions of the position;
- Excellent organizational skills;
- Proficient in Microsoft Office;
- Must be flexible, proactive, highly motivated, resourceful, professional and efficient;
- Ability to establish and maintain effective working relationships;
- Ability to lift seventy (70) pounds or more;
- Ability to exercise sound independent judgment in carrying out functions of the position.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Business Administration, Management or other related field with five (5) years or more of progressive relevant experience in administration, warehouse and storage operations; **and**
- Valid Virgin Islands driver's license.

Interested persons should apply by visiting our website at <http://jobs.vide.vi> and select the appropriate application for submission procedures.

Send your complete application package to careers.stx@vide.vi for consideration.

Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor's Statement of Good Health.

