NEW JOB OPENING NOTICE

November 20, 2019

1) Position Title: Quality Control Specialist
2) Job Type: Full-Time
3) Salary: Commensurate with qualifications and experience
4) Education/Experience: High School Diploma or G.E.D and (1) year of experience in Inventory Control, Order Entry and/or Office and Public Procurement required. OR Associate’s Degree or two (2) years of completed college course work from an accredited college or university and six (6) months experience in Inventory Control, Order Entry and/or Office and Public Procurement preferred.
5) Major Duties and Responsibilities: Monitor and maintain current inventory levels; process purchasing orders as required; track orders and investigate problems. May lead, guide and train staff on all aspects of inventory control to include work order materials tracking, inventory reconciles and stock count. Receive delivered supplies, materials and equipment. Record purchases, maintain database, performs physical count of inventory and reconciles actual stock count. Conduct weekly cycle counts of inventory material. Process and/or approve invoices for payment. Process and document returns as required. Perform routine clerical duties. Assist in maintaining professional relationships with vendors. Perform any other related and appropriate duties and support of strategic goals as required.

Applicants can obtain a complete position description and application from our website at www.habd.org or 1826 3rd Avenue South. A complete application may be submitted to careers@habd.net. Applicants may also fax a complete application to (205)521-7753. Attention: Calandra Jefferson-Mitchell. An application must be completed.

Position is Open Until Filled. No Phone Calls Please
Position Summary

The incumbent is responsible for assisting the Director of Procurement and/or Vice President of Finance and Administration in implementing and maintaining an efficient purchasing function and a high level of materials control through support of HABD procurement policies and procedures.

Major Responsibilities

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered all-inclusive listing of work requirements. Individual may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload. The position description complies with the American Disabilities Act.

1. Monitor and maintain current inventory levels; process purchasing orders as required; track orders and investigate problems.

2. May lead, guide, and train staff on all aspects of inventory control to include work order materials tracking, inventory reconciles and stock count.

3. Receive delivered supplies, materials, and equipment; confirm delivered goods match purchase order specifications of quantity, condition, model number, etc.; Complete all necessary paperwork for stock items received, and forward to supervisor.

4. Manually pre-pick stock items which are specified in work order documents, in advance of issuance to Maintenance; complete all necessary paperwork for stock items issued, and forward to supervisor.

5. Record purchases, maintain database, perform physical count of inventory, and reconcile actual stock count to computer-generated reports.

6. Conduct weekly cycle counts of inventory materials based upon computer-monitored suggested re-order listing; assist in conducting complete physical inventory count annually.

7. Receive, unpack, and deliver goods; re-stock items as necessary; label shelves.

8. Process and/or approve invoices for payment.
9. Process and documents returns as required by following established procedures.

10. Perform routine clerical duties, including data entry, answering telephones, and assisting customers.

11. Assist in maintaining professional relationships with vendors.

12. Perform any other related and appropriate duties and support of strategic goals as required.

**Required Knowledge and Abilities**

1. Knowledge of the general operations and procedures of a Public Housing Agency (PHA).

2. Working knowledge of inventory control practices; working knowledge of tools, supplies, equipment used in the construction and maintenance of electrical supply systems. Working knowledge of computer terminal operation. Considerable knowledge of equipment operating principals and procedures. Considerable knowledge of hazards and safety precautions relating to equipment operation, loading and unloading of materials.

3. Ability to reconcile stock counts to report data.

4. Database management skills.

5. Knowledge of modern office practices and procedures and office equipment, including copiers, personal computers, computer terminals, calculators, facsimile machines, etc.

6. Knowledge of basic bookkeeping and filing techniques.

7. Ability to understand and follow written and oral instructions.

8. Ability to present ideas and information in a clear and concise manner, both orally and in writing.

9. Ability to establish and maintain effective working relationships with co-workers, the general public, residents and vendors; Ability to communicate with people from a broad range of socio-economic backgrounds.

**Supervision:**
None.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Stressful situations may occur when dealing with the public.
**Physical Requirements**: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to: stand, sit, walk, use hands to finger, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to: climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The level of manual dexterity should be sufficient to allow for operation of a scanner, terminal keyboard, telephone, facsimile machine, office supplies, etc. Employee must be able to move, handle, or lift moderately heavy objects such as computer equipment (printer, monitor, CPUs, etc.) around desk area.

**Minimum Education, Training and/or Experience**

1. High School Diploma or GED and one (1) year experience in Inventory Control, Order Entry, Office and/or Public Procurement is required.

**Preferred Education, Training and/or Experience**

1. Associates Degree OR two (2) years of completed college coursework from an accredited college or university and six (6) months experience in Order Entry and/or Office and Public Procurement.

**Special Requirements**

1. Possession of a valid Alabama driver’s license and safe driving record for those required to drive or allowed to drive on behalf of HABD.