



POSITION:	Inventory Control Technician
DEPARTMENT:	Central Services
JOB TYPE:	Full-time
SALARY:	\$31,938 - \$49,300
POSTED:	10/24/2023
CLOSING DATE/TIME:	Until Filled

The City of Monroe is now accepting applications for the position of Inventory Control Technician. This position is responsible for controlling the general functions associated with maintaining an appropriate & accurate inventory of operational supplies.

Qualifications:

- High school diploma or GED; or equivalent combination of related training & experience
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated

Skills & Duties:

- Knowledge of policies & procedures for maintaining warehouse & inventory operations
- Knowledge of City of Monroe safety policies & procedures, & general warehouse material-handling practices
- Use of such tools as box cutters, bolt cutters, ladders, & other similar tools
- Use of such equipment as forklifts, mowers, pallet jacks, & others similar equipment
- Use of computer with knowledge of Microsoft Office
- Ability to solve practical problems & interpret a variety of instructions
- Ability to manage multiple project orders, maintain material accuracy, & management of bid process results
- Effective written & oral communication

The City of Monroe offers some of the most employee-friendly benefits available. To view our complete benefits package & obtain an application, please visit our website. Completed applications may be submitted to Sarah Johnson, Employee Relations Specialist, at Sjohnson@MonroeGA.gov Applications are also available at or may be returned to 215 N Broad St, Monroe, GA 30655

