



Transit Management of Wilmington

Procurement, Inventory and Records Coordinator

JOB DESCRIPTION

POSITION TITLE: Procurement, Inventory and Records Coordinator

JOB SUMMARY: Responsible for the operation, organization and economy of the fleet parts and related equipment. Purchase parts, supplies and services to minimize downtime while controlling inventory levels and cost/quality of parts. Assist maintenance department with data entry of vehicle and vehicle repair information into the database. Perform all duties in accordance with the Federal, State, Local laws and Authority policy.

WORK SCHEDULE:

- Forty (40) hour work week, typically 8:00 am until 5:00 pm Monday through Friday including one (1) hour lunch period. Position may require some flexibility in working hours and job assignments.
- Must be available during disaster and emergency events.

REPORTS TO: Maintenance Manager

DESCRIPTION OF DUTIES/RESPONSIBILITIES:

- Ensure that the parts inventory is stocked at levels where all appropriate shop activities can be performed.
- Prepares purchase orders based on stock levels and material requisitions, including verifying specifications and pricing.
- Solicits quotes on goods and services, negotiate pricing and seeks the most economical cost effective pricing on behalf of the authority.
- Receives and stocks all incoming material. May be required to operate forklift.
- Verifies purchase requisitions by comparing items requested to orders.
- Authorizes payment for purchases by forwarding receiving document.
- Provides purchasing planning and control information by collecting, analyzing and summarizing data and trends.
- Tracking of and reporting on budgeted vs. actual expenditures.
- Maintains all purchasing information, files and records for purpose of ensuring the availability of documentation and compliance; (proposals, purchase order vendor files)
- Responsible for maintaining an effective parts catalog system, including updated vendor numbers, part number, locations, bar code information and min/max stock levels.
- Organizes and performs annual physical inventory.
- Maintains warranty claims on parts, ensuring maximum warranty return for failed parts.
- Enters all vehicle information, including daily mileage and fuel usage, into AssetWorks system.
- Assists maintenance personnel with part identification, ordering, and special requests.

- Responsible for ensuring all records and documentation are complete.
- Manage core exchange program.
- Maintains a clean, orderly and secure parts room.
- Coordinate with vendors on order and order status.
- Assist in fare collection duties including daily money count.
- Other duties as assigned.

QUALIFICATIONS:

- High school diploma or equivalent.
- Some college including a college degree is desired.
- A minimum of three (3) years verifiable employment in inventory control and warehousing is required. Knowledge of heavy duty vehicle parts is required.
- Must possess valid North Carolina Driver License.
- Pre-employment background checks and drug screen required.

SKILLS REQUIRED:

- Intermediate level of computer literacy and proficiency in Microsoft Office programs.
- Experience using inventory and vehicle management software. Experience with AssetWorks is a plus.
- Forklift license or the ability to obtain one within six months of hire.
- Read and interpret parts catalogs and diagrams.
- Effective oral and written communication ability in the English language.
- Supply management, Budget Tracking, Vendor Relations, Customer Services skills

PHYSICAL REQUIREMENTS:

- Typically requires talking, hearing, seeing, and repetitive motions including keyboard entries.
- May require lifting up to seventy-five pounds.
- May require operating heavy machinery including power tools and forklift.
- May be subject to overnight travel.

SPECIAL REQUIREMENTS: The incumbent may be required to assist in performing other administrative duties as well as assist in operational tasks within the Authority.

STATUS: FSLA Exempt
SALARY RANGE: \$27,000 - \$45,000 annually
HIRING RANGE: \$27,000 - \$39,000 annually
REVISION DATE: 08/18/2015