GEORGIA BUILDING AUTHORITY

CAREER OPPORTUNITY

Inventory Control Clerk

OUR MISSION… To provide a clean, comfortable, and safe environment on Capitol Hill.

The Georgia Building Authority (GBA) is responsible for all services associated with the management of 36 buildings and various facilities located in the Capitol Hill Complex in Atlanta, Georgia, including the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta. GBA provides maintenance, renovations, housekeeping, landscaping, food service, event catering, recycling, parking, and building access services to state employees housed in GBA-managed facilities.

Job Information

Job Type: Full Time

Number of Vacancies: 1

Unit: Procurement

Pay Grade: SWD 09

Hiring Salary Range: $21,000.00 - $27,500.00

Location: Atlanta, GA

Opens: July 20, 2015

Closes: August 3, 2015

(Must be received by 5 p.m.)

To obtain the detailed job description or applicants who require accommodations for the application process should contact

404-463-5668 or e-mail

hr-email@spo.ga.gov

GBA will attempt to meet reasonable accommodation requests whenever possible.

INTERESTED? Here's What You Need:

Email **resume** in Microsoft Word/PDF format to hr-email@spo.ga.gov

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email:

Inventory Control Clerk

Website: www.gba.ga.gov

Position Overview

Duties: Under general supervision receives, stores, distributes and tracks property and supply orders in the Materials Management section of the department. As directed, may serve as lead worker and/or supervise support staff.

Minimum Qualifications: High school diploma or GED. Two (2) years of experience in warehousing or working in a stock room. Ability to lift, push, pull and carry heavy items. Prolonged sitting, standing and walking is required. Forklift certification required or must be obtained within 3 months of hire. Must have a valid Georgia Driver's License and meet the agency's requirements to be an authorized driver.

Technical Competencies: Ability to, assemble, sort, and/or distribute documents, supplies, and/or materials/items; ability to plan and prioritize work; ability to manage multiple tasks simultaneously.

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If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. GBA will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.

GBA is an Equal Opportunity Employer and does not discriminate on the basis of color, race, national origin, age, sex, religion or disability.

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