



## CAREER OPPORTUNITY

# Inventory Control Warehouse Clerk (Purchasing/Warehouse)

### 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.

#### Job Information

**Job Type:** Full Time

**Number of Vacancies:** 1

**Unit:** Purchasing/Warehouse

**Hiring Salary Range:** Salary Commensurate with Experience

**Location:** Atlanta, GA

**Opens:** September 15, 2022

**Closes:** Open until filled

Applicants who require accommodations for the application process should contact

404-463-5664 or e-mail

[hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

#### TO APPLY:

Email **resume** in Microsoft Word or PDF format to: [hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov) with the following in the subject line of your email:

**Inventory Control Warehouse Clerk**



Our goal is to be a diverse workforce that is representative of the citizens we serve.

GBA does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, or military service. GBA is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. All employment is decided on the basis of qualifications, merit and business need.

#### Position Overview

**GBA Overview:** In addition to a competitive salary and career growth opportunities, the Georgia Building Authority (GBA) offers a generous benefits package, which includes employee retirement plan (including a 401(k) plan with up to 5% employer matching); paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment insurance, healthcare and child care flexible spending accounts.

**Position Description:** Under broad supervision, the Inventory Control Warehouse Clerk receives, stores, distributes and tracks property and supply orders in the Materials Management section of the department. The incumbent also performs manual and clerical tasks involved in the distribution of supplies and materials. The Inventory Control Warehouse Clerk also assists with tasks related to inventory of stock items and in the preparation and sale of all surplus and obsolete items. The Inventory Control Warehouse Clerk also performs other job-related duties as assigned.

**Minimum Qualifications (Agency Specific):** Vocational/Technical degree from an accredited college **AND** one (1) year of experience in shipping & receiving **OR** High school diploma or GED **AND** two (2) years of experience in shipping and receiving **OR** One (1) year of experience at the lower level Supply Warehouse Clerk 2 (FES011) or position equivalent. Must meet the agency's requirements to be an authorized driver.

**Competencies:** Ability to communicate effectively both orally and in writing. Ability to, assemble, sort, and/or distribute documents, supplies, and/or other items. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, with a focus on quality service to internal and external customers. Ability to follow oral and written direction. Ability to effectively manage time to complete assignments in a timely fashion.

The selected applicant must be authorized to work in the United States and must successfully pass a pre-employment criminal background check, motor vehicle records check and drug screen.

Due to the large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone.

Notifications will only be sent to applicants who are selected to interview.

Please visit our website at [www.gba.ga.gov](http://www.gba.ga.gov) for additional GBA career opportunities.