

JOB DESCRIPTION

Position Title: Inventory Specialist

Job Type: Full Time, Monday-Friday 8:00-4:30

Salary & Benefits: \$20-\$25 DOE, Health, Dental, Vision, Sick Time, Life, Retirement, Health Reimbursement Arrangement, Holidays

Immediate Supervisor: Shipyard Manager

Position Objectives: To assist in smooth shipyard operations by overseeing ordering, storing, receiving and distributing of materials and supplies and tools.

Summary of Duties & Responsibilities:

Tool Room Attendant:

- Organize the tool room, stock rooms, and surrounding areas and keep them clean and orderly.
- Control inventory of incoming and outgoing tools and equipment
- Assist with quarterly safety inspections of tools and equipment
- Keep tools clean and in working order. Notify Superintendent of any tools broken or unsafe
- Assist in policy development for tool inventory control measures

Inventory Control:

- Obtain estimates and price details from vendors to compare costs
- Manage inventory levels and reorder items as needed
- Receive shipments, check for accuracy, and put items in stock
- Perform physical counts periodically to maintain accurate inventory. Determine reasons for any inventory discrepancy. Perform monthly and year-end inventory counts.
- Assist customers with sales of items
- Quickbooks data entry: Purchase Orders, Sales, Inventory Adjustments

Other Duties:

- Maintain a flexible work schedule to accommodate peak season demands, special events, severe weather conditions, etc.
- Receive/Unload/Load and organize materials
- Operate forklift – Forklift license may be obtained after hire date
- Source materials/parts for customers

Minimum Requirements:

- High School Diploma, GED, or equivalent training and work experience
- PC literate with experience in Microsoft Outlook, Word, Excel, and Quickbooks
- Related retail and procurement/inventory experience
- Must have valid Oregon driver's license
- Legible handwriting

Experience and Knowledge Preferred:

- General knowledge of boats and maritime warehouse/stock room operations.
- Knowledge of OSHA regulations and environmental compliance.

Other:

- Must be able to lift and/or move up to 50 pounds and have physical condition compatible with job requirements
- Must comply with the policies and procedures set forth in the Port of Toledo Employee Handbook
- Must maintain good public relations and a professional relationship with contacts outside of the Port including public, Sport and commercial fisherman, Contractors and vendors, Law Enforcement, and regulatory agencies

The above statements are intended to describe in general nature the level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

I have read and understand the above-described summary of duties, responsibilities, and expectations for the position of Shipyard Inventory Specialist.

Employee Signature

Date

Port Manager

Date