



**LOUISVILLE METROPOLITAN SEWER DISTRICT
invites applications for the position of:**

Materials Coordinator / Grade 14

SALARY:	\$22.63 - \$33.65 Hourly \$47,070.40 - \$69,992.00 Annually
OPENING DATE:	01/19/22
CLOSING DATE:	02/02/22 11:59 PM
JOB SUMMARY:	

Coordinates the daily operations of the storeroom and inventory control.

ESSENTIAL JOB FUNCTIONS:

Serves as team lead for storeroom support staff. Responsible for adjusting max-min order points to ensure proper stock levels. Supports the predictive, preventative and corrective maintenance functions in procurement of needed materials and supplies. Performs and monitors data entry in SAP for requisitions, receiving and stock issues. Resolves vendor disputes involving ordering, delivery and payment. Responds to vendor queries. Issues materials and tools from storeroom. Operates forklift and pallet jack.

KNOWLEDGE, SKILLS AND ABILITIES NECESSARY TO THE WORK:

Knowledge of storeroom/warehouse/inventory control procedures; knowledge mechanical and electrical components; knowledge of construction; knowledge of MSD Procurement Procedures and Policies; skill in managing multiple priorities; skill with positive staff-customer interactions; ability to use SAP and Hansen; ability to make decisions; ability to prioritize work effectively; ability to communicate effectively both orally and in writing; ability to operate a PC and associated Windows environment software (e.g. Microsoft Word, Excel and Access); ability to effectively troubleshoot and resolve potential problems; ability to work in a team environment with a diverse workforce; ability to be courteous and helpful under pressure; ability to work effectively under heavy, unpredictable surges in workload.

MINIMUM REQUIREMENTS:

High School Diploma or GED; up to 18 months of education or training beyond high school level; three or more years of storeroom/warehouse experience; an equivalent combination of education and experience may be substituted. Must possess a valid driver's license. Must have safe work and driving habits.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.louisvillemsd.org>

Position #22-015
MATERIALS COORDINATOR / GRADE 14
DH

700 W. Liberty Street
Louisville, KY 40203

hr@neogov.com

Materials Coordinator / Grade 14 Supplemental Questionnaire

* 1. Do you have a valid drivers license?

Yes No

* 2. Do you have a high school diploma or GED?

Yes No

* 3. How many years of storeroom/warehouse experience do you possess?

* 4. Please briefly describe your storeroom/warehouse experience.

* Required Question