

**THE CITY OF NEW BERN IS CURRENTLY RECRUITING FRO THE FOLLOWING POSITION:**

**INVENTORY CONTROL CLERK:** Performs responsible clerical work in the operation of a central warehouse. Buys and maintains inventory items; obtains quotes from vendors and checks stock to ensure accuracy; enters data for all City departmental purchase order requisitions into computerized purchasing system; checks items received against purchase order; processes shipments; maintains clerical records; maintains and updates MSDS; works on standby to issue materials during emergencies; issues merchandise and parts from the warehouse; operates forklift; enforces warehouse rules and procedures and prevents unauthorized access to spaces; maintains spreadsheet of work order costs; takes inventory counts of materials and supplies; and performs related tasks as required. Position requires considerable physical activity exerting up to 100 pounds of force occasionally and up to 50 pounds of force frequently. General knowledge of computerized warehouse and inventory practices; ability to count and inspect stores and materials accurately thoroughly; ability to operate a forklift and drive light automotive equipment; ability to operate general office and data processing equipment, including knowledge of spreadsheet software; ability to establish and maintain effective working relationships with associates and to follow oral and written instructions. **Any combination of education and experience equivalent to graduation from high school and some experience in the acquisition, inventory, and issuance of parts and supplies. Must possess valid N.C. driver's license. Salary range: \$24,534-\$44,391. Excellent benefits.**

**APPLICATION DEADLINE: FRIDAY, MAY 16, 2008 AT 5:00 P.M.**

**IF YOU ARE INTERESTED IN THIS POSITION YOU MUST APPLY AT THE EMPLOYMENT SECURITY, 1305 SIMMONS STREET BY THE DEADLINE DATE. THE CITY OF NEW BERN DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, RELIGION, NATIONAL ORIGIN, AGE, OR DISABILITY IN EMPLOYMENT DECISIONS OR THE PROVISION OF SERVICES.**