



Public Lighting Authority of Detroit
invites applications for the position of:

Inventory Specialist

SALARY: \$50,000 (With increased salary opportunities)

OPENING DATE: 4/15/24

CLOSING DATE: Until filled.

DESCRIPTION:

This position reports to the Procurement/Inventory Manager, and under general supervision, receives, stores and issues materials and maintains records for a major planned maintenance program. The work occurs primarily in a warehouse with occasional visits to satellite materials locations.

EXAMPLES OF DUTIES:

- Receive and inspect incoming inventory.
- Process incoming and outgoing warranty inventory
- Track incoming and outgoing inventory.
- Provide inventory control reports as required.
- Maintain count accuracy (digital and physical counting)
- Updating database with incoming and outgoing material
- Loading and unloading deliveries
- Maintain safety while using equipment and tools.
- Dispose of obsolete inventory (scrap) as directed.

MINIMUM QUALIFICATIONS:

- High School Graduate or GED
- 2+ years of experience handling and issuing supplies.
- Able to use a computer and other office technology to maintain related clerical records.
- Familiar with data entry systems
- Able to lift 50 pounds.
- Great written and verbal communication skills
- Attention to detail to identify defective products.
- Proficiency with Microsoft Office Applications

LICENSING AND CERTIFICATIONS:

- Valid State of Michigan Operator License
- Forklift Operator License/Certificate

PHYSICAL DEMANDS:

- Must possess sufficient physical agility to maneuver through storerooms, storage yards, warehouses and project sites.
- Able to stand, bend, stoop and kneel frequently in a warehouse environment.



Public Lighting Authority

PLEASE SEND A RESUME AND COVER LETTER VIA U.S. MAIL OR EMAIL TO:

PUBLIC LIGHTING AUTHORITY
MARIE A BROWN, CHIEF ADMINISTRATIVE OFFICER
400 MONROE, SUITE 485
DETROIT, MI 48226
mbrown@pladetroit.org