SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 04/25/18 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: SUPPLY MGR II SCDC POSITION #: 017366
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0700 AM - 0300 PM
LOCATION: CANTEEN WHSE INVENTORY/DISTRIBUTION, COLUMBIA (RICHLAND)

STATE JOB TITLE: SUPPLY MANAGER II STATE JOB CLASS: AC09
PAY BAND/LEVEL: 05 E
BAND: 05 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 038422 - $ 049591 SCEIS POSITION #: 61016837

MINIMUM AND ADDITIONAL REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND WORK EXPERIENCE DIRECTLY RELATED TO THE AREA OF EMPLOYMENT TO INCLUDE SUPERVISORY WORK EXPERIENCE. A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR WORK EXPERIENCE.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). MINIMUM OF FOUR (4) YEARS EXPERIENCE IN WAREHOUSING WITH ONE (1) YEAR IN A SUPERVISORY CAPACITY. MINIMUM OF TWO (2) YEARS EXPERIENCE IN PROCUREMENT OF MERCHANDISE AND SUPPLIES. EXPERIENCE IN THE USE OF PERSONAL COMPUTER TO INCLUDE: MICROSOFT WORD, EXCEL AND OUTLOOK. EXPERIENCE IN SAP (SCEIS) WOULD BE BENEFICIAL.

DESCRIPTION OF DUTIES:
RESPONSIBLE FOR ALL PERSONNEL ACTIONS INVOLVING WAREHOUSE EMPLOYEES INCLUDING HIRING, TRAINING, JOB ASSIGNMENT, PERFORMANCE REVIEWS AND TERMINATIONS. SUPERVISES TOTAL WAREHOUSE OPERATIONS TO INCLUDE THE FOLLOWING: DIRECTS ALL REQUISITIONING OF MERCHANDISE PURCHASED FOR RESALE; COMMUNICATES WITH OUTSIDE VENDORS ON A DAILY BASIS AND GETS INPUT FROM SUBORDINATES AS TO INVENTORY ON HAND; ENSURES PROPER RECEIPT AND STORAGE OF ALL MERCHANDISE; RESOLVES DISCREPANCIES BETWEEN INVOICED AMOUNTS AND ACTUAL RECEIPTS; ENSURES ACCURATE PRICING AND ROTATION OF ALL MERCHANDISE; ENSURES TIMELY DELIVERIES AND ACCURATE COMPLETION OF REPORTS TO CANTEEN ACCOUNTING.

COMMENTS:
MUST SUBMIT RESUME WITH APPLICATION. MUST COMPLETE SCDC BASIC TRAINING.