

## Hourly Inventory Control Specialist

DISTRICT EMERGENCY PREPAREDNESS. 2570 RIVERSIDE PKWY. LAWRENCEVILLE, GA. 30046

The position is open to all qualified applicants.

Date posted   April 17 <sup>th</sup> , 2023	Application Deadline   Until Filled
Position Number(s)   00159453	Position type   Unclassified
Salary   \$20/hr (20 hours per week)	Paygrade   TPW

### Job Summary

Under general supervision, the Inventory Control Specialist will support the District Emergency Preparedness Department by helping to maintain an organized inventory management system. This position will have the responsibility of maintaining and organizing Emergency Preparedness supplies to ensure ease of access in all locations including offsite locations, the warehouse, trailers, etc. This position will maintain all Emergency Preparedness assets such as generators, trailers, oxygen tanks, AED's, weather radios and more. This position will keep track of inventory expiration dates as well as develop a system and method of rotating stock according to need and date(s) of expiration. This position will also help to maintain battery operated equipment & ensure that all equipment is working and charged, In this position, the Inventory Control Specialist should be prepared and comfortable with towing trailers & helping transport equipment to offsite locations. The Inventory Control Specialist will utilize excellent internal & external customer service to support Emergency Preparedness operations.

### Qualifications

**Applicants must Submit 3 year Motor Vehicle Record with completed application to be reviewed**

#### Minimum

High school diploma or GED.

#### Preferred

Experience in Emergency Preparedness functions or background in Emergency Preparedness. Warehousing or hospital logistics experience. Experience developing inventory management systems. At least one year of customer service experience.

## Apply today.

1. Download an application at [www.gnrhealth.com](http://www.gnrhealth.com).
2. Email, fax or mail your completed application:

Attn: Katie Bowles, Human Resources  
GNR Public Health  
2570 Riverside Parkway, Lawrenceville, GA 30046  
Katie.Bowles@gnrhealth.com or Fax 888-883-5187

GNR Public Health does not accept resumes without a fully completed employment application. Applications must be received no later than 5:00 p.m. on the application closing date. Required education credentials, license, certification and/or registration must be submitted prior to employment. Due to the volume of applications we receive, we are unable to provide information regarding the status of your application over the phone. Application status is not sent to individuals who are not selected for interviews.

**An Equal Opportunity Employer.** Under Title I of the ADA, we do not discriminate on the basis of disability in our employment practices.

Applicants selected for employment will be subject to the following:  
Pre-employment Drug & Medical Screening, Fingerprint Criminal Record Investigation, and Reference Checks.