SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

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OPENING DATE: 07/17/18 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: SUPPLY MGR I R SCDC POSITION #: 010538
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 I STATE JOB CLASS: AC07
PAY BAND/LEVEL: 04 A
BAND: 04 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 026988 - $ 034866 SCEIS POSITION #: 61019712

MINIMUM AND ADDITIONAL REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND WORK EXPERIENCE DIRECTLY RELATED TO THE AREA OF EMPLOYMENT.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). FOUR (4) YEARS IN INVENTORY PRACTICES OR ANY EQUIVALENT COMBINATION OF EDUCATION, TRAINING OR EXPERIENCE. REQUIRES EXPERIENCE IN THE USE OF PERSONAL COMPUTERS.

DESCRIPTION OF DUTIES:
RESPONSIBLE FOR PROCESSING ALL SPECIAL REQUESTS FOR CANTEEN ITEMS FROM DIFFERENT AREAS OF SCDC INCLUDING MEDICAL, EDUCATION AND GRIEVANCE. THIS INCLUDES ENSURING THE REQUESTS ARE PROPERLY SUBMITTED WITH ALL ACCURATE BUDGET CODES, PREPARING DOCUMENTATION AND ENSURING DELIVERY TO RESPECTIVE INSTITUTION. RESPONSIBLE FOR ENSURING ALL RETURNS TO THE CANTEEN WAREHOUSE ARE ENTERED INTO THE SOUTH CAROLINA ENTERPRISE INFORMATION SYSTEM (SCEIS). CONDUCTS DAILY INVENTORIES OF SELECTED CANTEEN ITEMS AND RECONCILES INVENTORY VARIANCES AND DISCREPANCIES. PARTICIPATES IN ALL CANTEEN WAREHOUSE INVENTORIES. ASSIST IN ACCURATE AND SAFE LOADING OF CANTEEN VEHICLES WHEN NEEDED AND ENSURES SECURITY OF CANTEEN WAREHOUSE AND MERCHANDISE. ASSISTS IN PREPARATION OF WORK ORDERS AND SHIPPING DOCUMENTS FOR INSTITUTIONAL CANTEENS, AS NEEDED.
COMMENTS:
MUST SUBMIT RESUME. *UNTIL FILLED.*