

CNYRTA/Centro Announcement of Vacant Position

Assistant Inventory Manager (Syracuse)

DEPARTMENT: Stockroom, Finance

SALARY RANGE: Grade 5 - \$54,267 to \$60,655

Note: Starting salary is determined by evaluation of experience and qualifications for the position and will be set at some point between the minimum and maximum of the pay scale.

REQUIRED HOURS: Mon-Fri; 8:00a - 4:30p, flexibility is necessary to ensure second shift coverage, must work overtime as needed.

JOB SUMMARY: This position is responsible for assistance in the management of stockroom personnel and coordinating the daily activities of the stockroom. Responsible for maintaining the distribution and supply of vehicle related and CNG facility inventory for the CNYRTA and all of its subsidiary corporations as well as other various managerial and analytical responsibilities. Position is non-exempt.

MAJOR DUTIES:

1. Assists the Inventory Manager in supervising inventory staff in the process of inventory control under CNYRTA guidelines.
2. Responsible for managing cycle counting in Syracuse and subsidiary locations in Oswego and Cayuga.
3. Responsible for managing distribution of parts supply as well as receiving and verifying all incoming shipments for accuracy of contents and price.
4. Maintains adequate inventory of diesel fuel and other bulk fluids necessary for daily operations.
5. Assists with requisitioning of appropriate parts and supplies for Syracuse as well as subsidiary locations in Oswego and Cayuga.
6. Receives fluid deliveries; fuel, oil, and other such bulk fluids (must become certified with EPA).
7. Assists with researching purchased parts to determine possible alternatives and cost-saving measures.
8. Communicates with vendors and sales representatives regarding product information, remaining up to date on new products and technologies available.
9. Assists with the oversight of inventory transactions in the Maintenance Connection software.
10. Assists with the oversight of the requisitioning process in the Microix software.
11. Maintains a clean, organized and safe stockroom.
12. Performs other duties as assigned.

KNOWLEDGE/SKILLS REQUIRED BY THE POSITION:

Education/Experience: Associate degree in related field preferred or a minimum of 3 years of related experience required. 1 year of Supervisory experience preferred.

1. Strong leadership skills.
2. Demonstrates interpersonal and social skills required to create position interaction with others.
3. Strong knowledge of maintenance and repair requirements for heavy duty, automotive, and motorized vehicles.
4. Demonstrates PC proficiency in basic word processing and spreadsheets, and ability to familiarize self with new software.
5. Time management and organizational skills required to meet deadlines.
6. Ability to motivate others and drive toward successful operations.
7. Ability to listen, ask for clarification, and to test own understanding.
8. Overall understanding of Authority functions, operations, and services.
9. Knowledge of the principles and processes of inventory supply and control procedures.
10. Skill in performing basic mathematical calculations.
11. Skill in oral and written communication.
12. General knowledge of state, federal and Authority purchasing procedures.
13. General knowledge of basic accounting principles and procedures.
14. Skill in operating a walk-behind tow motor.

To apply for this position please complete an **In House Transfer Request Form** that is available from Danielle Raineri. **A current resume must also be attached to the form.** For individuals not currently employed by Centro, **applications must be submitted to Danielle Raineri** or go onto our website at www.centro.org and apply! All qualified applicants are encouraged to apply. CNYRTA reserves the right to select a candidate from within or outside the Company.

CNYRTA is an equal opportunity employer and drug free workplace.

