

Job Title: Inventory Clerk/RTA Administrator/Buyer

Department: Finance

Reports to: Financial Director

FLSA Status: Non-Exempt

Hiring Range: \$15 - \$16/hour, depending on experience

General job description: This position is responsible for maintaining an accurate inventory of parts, and scheduling preventive maintenance on all equipment using RTA software, as well as ordering supplies as needed to maintain adequate levels of supplies to perform the PMs.

Minimum Qualifications

- High School diploma or GED
- Valid Texas Driver's License
- At least one year experience using Excel software in an office environment

Required Skills and Abilities

- Proficient in Word and Excel software
- Ability to type at least 35 WPM
- Ability to effectively communicate verbally and in writing in the English language
- Ability to plan, schedule and coordinate assigned tasks
- Ability to establish and maintain effective and professional working relationships with co-workers and supervisors
- Able and willing to learn RTA software
- Willing to perform all duties as assigned by the supervisor
- Ability to work non-traditional office hours, including Saturday, as needed
- Ability to compute simple math calculations

Example of Majority Work Performed (this is not an all-inclusive list)

- Enter work orders in the RTA software (Preventive Maintenance and Inventory)
- Purchase preventive maintenance parts and shop supplies as needed
- Responsible for producing monthly technical reports
- Work with Maintenance manager to produce preventive maintenance schedules for all equipment and vehicles
- Conduct random inventory counts as scheduled by financial director
- Conduct annual inventory count
- Perform other duties as assigned by the supervisor

Physical Demands and Work Environment: Work is performed inside, but on occasions may be subject to elements such as fumes, gases, dust, grease, oils, noises and humidity. The employee is regularly required to sit and walk, listen and lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, and ability to focus. Requires simple grasping and fine manipulation as well as hard grasping and medium dexterity.

APPLY BY SUBMITTING AN APPLICATION TO BEAMONT TRANSIT OFFICE LOCATED AT 550 MILAM, BEAUMONT
-- FROM 8:30 TO 4:30

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