



CANTON MUNICIPAL UTILITIES

*"Where Utilities Power Possibilities"*

---

## NOTICE OF POSITION VACANCY

---

### WAREHOUSE OPERATOR

<b>POSITION TITLE:</b>	<b>Warehouse Operator</b>
<b>RECRUITMENT DATES:</b>	<b>December 5 – 14, 2018</b>
<b>SALARY:</b>	<b>Depending On Experience</b>
<b>JOB TYPE:</b>	<b>Full-Time</b>
<b>LOCATION:</b>	<b>Canton Municipal Utilities (CMU)</b>

**DESCRIPTION OF WORK:** An employee in this position has a primary focus in direct receiving, warehousing and distribution operations; oversee the efficient receipt, storage, value-adding servicing and dispatch of a wide variety of supplies, materials and equipment; prepare paperwork associated with CMU's warehouse and evaluate data; have the ability to ensure productivity targets are achieved and that all warehouse processes are running smoothly and promptly. The ideal candidate must be a self-starter and have excellent interpersonal skills. Must work well in a fast paced environment while under pressure.

**EXAMPLES OF DUTIES PERFORMED:** *(Examples may not include all duties that may be performed)*

**Under General Supervision:**

- Strategically manage the warehouse and interpret routine administrative company policies and procedures as necessary. Complies with federal, state, and local warehousing, material handling, and shipping requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Manage daily inventory for stock control and reconcile with data storage system; oversee receiving, warehousing, distribution and maintenance operations.
- Obtain material price quotes or bids from vendors for needed materials that are to be purchased
- Record distribution of warehouses materials. Controls inventory levels by conducting physical counts; reconciling with data storage system.



## CANTON MUNICIPAL UTILITIES

*"Where Utilities Power Possibilities"*

- Safeguards warehouse operations and contents by establishing and monitoring security procedures and protocols.
- Ensure shipments' and inventory transactions' accuracy
- Help work crews with item selections
- Maintain warehouse and storage grounds in a clean and professional manner
- Maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
- Preparing and completing warehouse orders for delivery or pickup according to schedule (load, pack, wrap. Label, ship)
- Performing warehouse inventory controls and keeping quality standards high for audits
- Receive and process warehouse stock products (pick, unload, label, store)
- Perform inventory controls and keep quality standards high for audits
- Keep a clean and safe working environment and optimize space utilization
- Maintain items record, document necessary information and utilize reports to project warehouse status
- Identify areas of improvement and establish innovative or adjust existing work procedures and practices
- Interface with customers to answer questions or solve problems
- Other duties as assigned by Supervisor

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of principles and practices of customer service
- Ability to perform general clerical work requiring a high degree of accuracy
- Ability to efficiently organize multiple tasks
- Ability to deal confidently and effectively with members of the public, both in person and on the telephone
- Ability to maintain professionalism, courtesy and composure at all times, including stressful situations
- Attention to detail
- Must be motivated, attentive and alert
- Must be able to pass pre-employment drug test, and background check
- Must have good attendance, be dependable, demonstrate initiative and work well in a team environment
- Proven working experience as a warehouse worker
- Familiarity with modern warehousing practices and methods
- Good organizational and time management skills
- Ability to lift heavy objects



## CANTON MUNICIPAL UTILITIES

*"Where Utilities Power Possibilities"*

- Current forklift license
- Knowledge of warehouse and/or inventory software package databases, basic accounting, cashiering, billing processes/procedures and MS Office proficiency. Ability to input, retrieve and analyze data
- Excellent communication (verbal and written) and interpersonal skills
- Proven ability to direct and coordinate operations
- Expertise in warehouse management procedures and best practices
- Proven ability to implement process improvement initiatives
- Strong decision making and problem solving skills
- Excellent communication skills
- Achieve high levels of customer satisfaction through excellence in receiving, identifying, dispatching and assuring quality of goods
- Measure and report the effectiveness of warehousing activities and employees performance

### **MINIMUM QUALIFICATIONS:**

- High School graduation or equivalent with at least three (3) years of work experience (office and/or customer service experience preferred)
- Must have cashiering experience and/or utility billing
- Must have a valid MS driver's license

### **HOW TO APPLY:**

- **Interested applicants must submit a cover letter and resume' to:**

**ATTN: Director, Human Resources-CMU**

127 West Peace Street

Canton, MS 39046

Email To: [hr@cmu.com](mailto:hr@cmu.com)

- **Cover letters and resumes must be received by 5:00 p.m. on the closing date of this announcement or December 14, 2018.**