# *SC DEPARTMENT OF CORRECTIONS*

# *-JOB POSTING NOTICE (EOE)-*

OPENING DATE: 08/18/17 CLOSING DATE: UNTIL FILLED

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SCDC INTERNAL TITLE: ASST. WAREHOUSE MGR SCDC POSITION #: 011399
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: INDUSTRIES ADMINISTRATION, COLUMBIA (RICHLAND)

STATE JOB TITLE: PROGRAM COORDINATOR I STATE JOB CLASS: AH35
PAY BAND/LEVEL: 05 A
BAND: 05 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 032838 - $ 042420 SCEIS POSITION #: 61018377

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MINIMUM AND ADDITIONAL REQUIREMENTS:
A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.
A HIGH SCHOOL DIPLOMA AND THREE (3) YEARS WAREHOUSE INVENTORY EXPERIENCE, TO INCLUDE ONE YEAR SUPERVISORY EXPERIENCE. MUST HAVE AT LEAST SIX (6) MONTHS INVENTORY CONTROL AND ORDER ENTRY USING SOUTH CAROLINA ENTERPRISE INFORMATION SYTEM (SCEIS) OR OTHER SAP SYSTEM.

DESCRIPTION OF DUTIES:
UNDER GENERAL SUPERVISION, RESPONSIBLE FOR THE PICK UP & DELIVERY OF CUSTOMER PRODUCTS AND THE MAINTENANCE & SECURITY OF DELIVERY VEHICLES IN A CORRECTIONAL SETTING (DIVISION OF INDUSTRIES - WAREHOUSE). PROVIDES SERVICES TO OUR CUSTOMERS AND PLANTS IN THE MOST EFFICIENT AND ECONOMICAL MANNER WHILE SUPERVISING AND TEACHING INMATES SKILLS THAT CAN BE UTILIZED UPON THEIR RELEASE. SERVES AS THE ASSISTANT WAREHOUSE MANAGER AND THE FIRST LINE SUPERVISOR TO THE DRIVERS. REVIEWS THE WORKLOAD AND THE WAREHOUSE OPERATING PROCEDURES. DETERMINES PRIORITIES AND ASSIGNS STAFF ACCORDINGLY. CONDUCTS DELIVERIES AS NEEDED.
*** MUST HAVE A CLASS A COMMERCIAL DRIVER'S LICENSE ***
*** WORK SCHEDULE SUBJECT TO CHANGE BASED ON INDUSTRY DEMANDS ***
***** MUST SUBMIT RESUME *****
COMMENTS:
MUST ATTEND SCDC BASIC TRAINING
*** RECRUITING - ANNOUNCE POSITION UNTIL FILLED ***