WAREHOUSE SPECIALIST

JOB DESCRIPTION

DIVISION: Finance	**GRADE:** Technical/Other Professional – Group D
DEPARTMENT: Warehousing	**WORK DAYS:** 248
REPORTS TO: As assigned	**FLSA STATUS:** Non Exempt
ESSENTIAL PERSONNEL: Yes (see working conditions)	

POSITION SUMMARY

To provide professional, effective, and efficient warehousing service to students, district staff, vendors, and the public while safeguarding the district's financial assets and interests, consistently striving to improve the value of those services, and maintaining accurate recordkeeping for all district-owned inventory and property records for audit and budget purposes.

MINIMUM REQUIREMENTS

- Bachelor's degree from an Accredited Institution or a minimum of five (5) years relevant experience in Replenishment, Purchasing, Warehousing, or Inventory Management
- Previous experience utilizing MRP or ERP software systems
- Knowledge of and familiarity with inventory management functions and principles

CERTIFICATION: Certification to operate a lift truck and other material handling equipment

WORK EXPERIENCE:

- Previous experience in purchasing activity
- Previous experience utilizing ERP software systems

PREFERRED QUALIFICATIONS

- Ability to take ownership of assignments, along with the capacity to deal with conflict, adapt to change, and make sound decisions
- Knowledge of supplies and equipment utilized by the school system
- Knowledge of storekeeping methods and procedures of records used in the receipt, storage and issuance of equipment, materials, and supplies
- Knowledge of the various kinds, grades, use and storage characteristics of materials used in the school systems operations
- Demonstrated computer knowledge related to inventory control, MRP, or ERP systems
- Ability to understand and meet time sensitive deadlines
- Excellent oral and written communication skills, as well as interpersonal skills to work as an effective team member

SUPERVISES

N/A

ESSENTIAL DUTIES

- Ensure that all stock is properly received, accounted for, and entered into the ERP system in accordance with standard operating procedures
- Monitor stock levels, reorder points and place orders for replenishment of inventory items
- Serve as a lead buyer for the warehouse, including maintaining the warehouse order delivery schedule, monitoring/assisting with deliveries, and handling all related paperwork
- Develop plans for accomplishment of assigned functions to meet priorities, deadlines, and implementation of goals established by management
- Set priorities and prepare schedules for completion of work
- Establish work standards of performance and keep abreast of changes in policies and directives to determine effect on overall operations
- Complete yearly inventory of warehouse and District equipment within the Warehouse Department
- Manage the disposal/surplus/recycle of School District equipment and vehicles
- Perform other duties as assigned

Professionalism:

- Demonstrates prompt and regular attendance
- Maintains confidentiality in all district matters
- Models ethical behavior and displays leadership qualities
- Effectively communicates a team attitude

Working Conditions: Normal office environment/ Warehouse environment; high noise environment; high dust, dirt, grease environment; Regular exposure to moving machinery and/or vehicles; works on slippery or uneven surfaces; regular exposure to chemicals, solvents; regular exposure to weather including heat, cold, dampness and/or humidity.

Heavy Work: Involves exerting up to 50 to 100 pounds of force occasionally or 25 to 50 pounds of force frequently or 10 to 20 pounds of force constantly to move objects.

Vision: (Which may be corrected) to read small print; view a computer screen for prolonged periods.

Hearing: (Which may be corrected) to answer telephones and tolerate exposure to noisy conditions.

Speech: To be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.

Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Environmental Conditions: Encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

Minimum Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; judgment and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.

Persons new, rehired or transferred to the job classification **may** be subject to a physical demand testing requirement to confirm they are capable of the required physical demands of this position.

BOARD APPROVED 06/16/2026

Martin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act.

This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.