



JOB VACANCY ANNOUNCEMENT

JOB LOCATION : Property & Supply Department - Fort Defiance, Arizona
SALARY : \$19.0428 per hour
CLOSING DATE : Open Until Fill (OUF)

Class Summary:

This class is the second of four levels in the Property series. Incumbents oversee the processing, tracking and record keeping of NHA inventory and fixed assets. Responsibilities may include conducting physical inventory counts and preparing reports; maintaining inventory databases, invoices and related records; overseeing the first-in, first-out rotation of inventory; tracking equipment; tagging new equipment and property; and maintaining capital equipment records. The Property Specialist is distinguished from the Property Technician by its responsibility for the ongoing database maintenance and record keeping of NHA property. Safety is a critical factor with NHA and all employees will adhere to Safety Policies and ensure Safety is how we perform our duties.

Responsibilities:

- Plans and performs complex inventory processes which may include monitoring inventory counts; distributing and tracking materials; overseeing inventory rotations; tracking equipment; tagging new equipment; checking delivery invoices for accuracy; and/or performing related duties. Enters and maintains data in a database. Prepares related reports from records.
- Maintains a variety of operational databases and records which may include inventory databases, capital equipment records, inventory count records, and related records and information.
- Prepares a variety of forms, records, ad-hoc and standard reports, memos, invoices, and/or other related documents; files and updates record as necessary.
- Determines when inventory and/or equipment should be purged; determines disposal methods; conducts public sales of dispositioned equipment as necessary.
- Performs other duties of a similar nature or level.

Required Skills:

- Inventory principles and practices;
- Data entry techniques;
- Report preparation techniques;
- Operational database management principles;
- Basic mathematical concepts;
- Recordkeeping principles;
- Computers and related software applications.
- Monitoring inventory;
- Ordering inventory;
- Purging and/or selling inventory
- Recording purchases;
- Maintaining inventory records and related databases;
- Using computers and related software applications; Communication, interpersonal skills as applied to interaction with subordinates, co-workers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

Required Experience:

- Valid Driver's License
- High School Diploma or GED
- Associate's degree or two-year technical certificate in accounting, inventory management, or related field;
- Three years of related inventory or record keeping experience;
- Forklift Operating Certificate



Property Specialist
Tracking Code: 1544-381
Job Description

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How to Apply:

Applicants must submit a completed NHA application, including an updated resume and unofficial transcripts or degree(s). Email the completed application packet to nhahr@hooghan.org or hand deliver it to our NHA HR Office in Fort Defiance, AZ by the closing date to be considered for the position. All applicants are subject to a background investigation and must have a valid driver's license. Failure to submit the required documents shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 871-2680.