

Manager of Inventory Operation and Distribution

Pittsburgh Regional Transit is seeking a Manager of Inventory Operation and Distribution to manage the receipt, stocking, movement and tracking of parts and materials at the warehouses and storerooms, assigned to the Procurement Department, in support of the daily operation of the Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit. To establish policies and procedures for all PRT warehouses and storerooms.

Essential Functions:

- Oversees all warehouse and storeroom personnel assigned to the Procurement Department.
- Meets with Transit Operations staff, receivers (bus garage) and Materials staff to understand and help establish stocking needs.
- Creates and maintains reporting systems to measure the performance of the warehousing and distribution functions of PRT.
- Develops and maintains a policies and procedures manual for all PRT warehouse and part rooms which will establish consistent procedures throughout PRT.

Job requirements include:

- High School Diploma or GED.
- BS/BA Degree in Business Management or related field. Inventory control and/or management experience may be substituted for the education on a year-for-year basis.
- Minimum of five (5) years' experience in inventory management.
- Minimum of one (1) year supervisory experience.
- Demonstrated ability in the use of Windows and Microsoft Excel.
- Experience with PeopleSoft or similar inventory software packages.

Preferred attributes:

- Certification of CPM or equivalent certification.
- Demonstrated ability in the use of Microsoft Access.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

Taylor McBride
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Pittsburgh, PA 15222-2527
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