

Inventory Control Coordinator

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Company: Department of Corrections Executive Leadership

Location: United States

Category: transportation-and-material-moving

Introduction

The Department of Corrections is focused on public safety through the custody and supervision of those in our care. Corrections employees have the opportunity to positively impact the lives of others through careers in a variety of fields. Using cutting-edge research and evidence-based approaches, employees implement lasting change with a positive impact for the people of Wisconsin.

Current vacancies: Columbia Correctional Institution (Portage, WI); Dodge Correctional Institution (Waupun, WI); Green Bay Correctional Institution (Green Bay, WI); Milwaukee Secure Detention Facility (Milwaukee, WI); New Lisbon Correctional Institution (New Lisbon, WI); Oakhill Correctional Institution (Oregon, WI), Racine Correctional Institution (Sturtevant, WI); Racine Youthful Offender Facility (Racine, WI); Waupun Correctional (Waupun, WI); Redgranite Correctional Institution (Redgranite, WI); Stanley Correctional Institution (Stanley, WI).

This job posting will be used to fill vacancies for the next 6 months.

DOC is a great place to work! In addition to meaningful and rewarding work, we offer a competitive package featuring:

including at least 3.5 weeks of vacation to start, nine paid holidays, and ample accrued sick time that rolls over each year.

An exceptional pension plan with employer match and lifetime retirement payment, plus an optional tax advantaged 457 retirement savings plan

Wellness Program

A free and confidential employee assistance program that offers employees and their immediate family dependents a variety of tools, resources, and professional consultation services to support their health, goals, and overall well-being

Position Summary

This position is responsible for the daily operation of the institution stores operation, including canteen; in the shipping, receiving, and storage of merchandise; the pickup of all materials and supplies as directed; the maintenance and control of a high risk security environment in accordance with institution security policies and procedures; and the direction and training of inmate workers. This position performs very responsible work which contributes directly to the safe, secure and efficient operation of the institution. The position independently performs a variety of activities within a unique work environment with an operation comparable to a large and diversified department/grocery store operation.

Salary Information

This position is in pay schedule/range 3-10 with a starting pay rate of \$18.12/hour, plus excellent benefits. Pay on appointment for current state employees may vary according to the applicable pay transaction provisions of the Compensations Plan, Wisconsin Administrative Code, and statutes. A twelve-month probationary period is required.

Job Details

Applicants must be legally authorized to work in the United States (i.e. a citizen or national of the U.S., a lawful permanent resident, or an alien authorized to work in the U.S. without DOC sponsorship) at the time of application.

The Department of Corrections may conduct pre-employment drug screens. Any applicant who is offered employment in a position which requires a pre-employment drug screen must pass the screen as a contingency of employment.

The Department of Corrections will conduct criminal background checks on applicants prior to selection. Upon hire, all new DOC employees are subject to fingerprinting.

Qualifications

Qualified applicants will benefit from education, experience, and/or training in the following:
Coordination of shipping, receiving, and storage of all goods in the institution/center warehouse and all products purchased for sale in the canteen

Maintain inventory by using appropriate software tracking and purchasing systems

Supervise, train, and monitor persons in our care workers assigned to the warehouse including assigning duties, mediating conflicts, and controlling access to tools, supplies, and/or contraband items

Maintain and control security environment in the warehouse in accordance with Institution/Center and Division policies and procedures

Conduct inspections of the premises including regular rounds of the warehouse several times daily

Special Requirements

Must be able to perform heavy lifting

Must have a valid Drivers License

Must be capable of operating a flat bed or box truck including but not limited to backing into or out of loading docks

This position will routinely lift heavy objects of up to 75 lbs

Some positions may require fleet eligibility which applicants must possess a valid driver's license and meet . Employees will be required to maintain a valid driver's license and eligibility to drive a fleet vehicle.

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