

City of New York
DEPT. OF HOMELESS SERVICES
Job Vacancy Notice

| | |
|---|--|
| Civil Service Title: Clerical Associate | Level: N/A |
| Title Code No: 10251 | Salary: \$32,086.00/\$36,899.00-\$51,981.00 Frequency: ANNUAL |
| Office Title: Material Coordinator | Work location: 101-07 Farragut Road Brooklyn, NY 11236 |
| Division/Work Unit: Administration/Maintenance & Repair Administration | Number of Positions: 1 |
| Hours/Shift: Mon:-Fri: 9:00am-5:00pm | Agency Tracking #: 3077 POSITION:# 1839 |

Job Description

The NYC Department of Homeless Services seeks a Clerical Associate to serve as a Material Coordinator for the Division of Administration. The Material Acquisition and Delivery Unit in the Office of Maintenance and Repair is looking to hire a Material Coordinator to accurately track inventory withdrawals. The individual will track withdrawal slips (003's) to ensure accurate accountability. S/he will work with the stock workers to identify materials needed to be purchased and enter the withdrawals into a computerized database (EAM), which is used to monitor inventory usage. Reports will be generated to identify inventory that is low and requires purchasing as well as items that may need to be salvaged.

PERMANENT INCUMBENTS ONLY

Qualification Requirements

A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and one year of satisfactory clerical experience.

Skills Requirement

Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.

Preferred Skills

Must be able to use Microsoft Access to create budget reports.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply:

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to the [NYC Careers website](#).

Most public libraries have computers available for use.

No phone calls, faxes, emails and personal inquiries permitted.

Post Date: 5/24/2016

Post Until: 6/8/2016

JVN: 071-2016-241851

The City of New York is an Equal Opportunity Employer.