

STOCK CLERK

Shift Hours: 2pm – 10:30pm, Mon – Fri

Starting Pay: \$11.02 - \$14.68/hr

The Public Works Commission (PWC) is seeking an individual to perform routine duties in the receipt/storage/issuance of materials and supplies. Individual will be responsible for checking freight purchase order; operating forklifts, pallet jacks and hand truck trucks; conducting inventory and maintaining stock items; and delivering supplies as needed. Candidate must have good knowledge of warehouse/storeroom operations; be able to perform inventory; and communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS: High school graduate and a minimum of one (1) year of stockroom/inventory/warehouse experience.

SPECIAL REQUIREMENT: Must be able to obtain and maintain a valid North Carolina Driver's License when selected for this position.

RESUMES ONLY accepted Monday – Friday at the Employment Security Commission - 414 Ray Ave - Fayetteville, NC –or – Submit resumes by US mail, email or fax. View all job opportunities at (www.faypwc.com).

**Mailing address:
Employment Security Commission
Attn: R. Smalls (SCF310)
414 Ray Avenue
Fayetteville, NC 28301**

Fax: (910) 484-5155 Email: regina.smalls@ncesc.gov

Position Closes: March 12, 2010

Only candidates selected for an interview will be contacted. EOE/AA