

WAREHOUSE and PURCHASING MANAGER

Location: Cape May, NJ

**Salary: \$51,655 to \$60,771 (Grade K)
(Commensurate with experience and skills)**

Opening Date: February 9, 2018

Closing Date: February 23, 2018

I. POSITION SUMMARY

This position is responsible for the purchasing, receiving, storing, inventory control, and timely distribution of items and products for all departments of the Cape May-Lewes Ferry, and other assigned operations, including food, beverage, and alcoholic beverage products. This position is responsible to find the best merchandise at the best possible purchase price for a majority of the CMLF budget. This involves dealing with vendors and suppliers, and preparing all necessary procurement and related documents in compliance with all Delaware River and Bay Authority (Authority) purchasing rules and procedures and with FDA Model Food Code. This individual is responsible for supervision of all warehouse personnel, and is responsible for observing and enforcing all established safety procedures and work rules. This position reports directly to the Business Manager.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide leadership by establishing clear goals and objectives while demonstrating high standards of work practices and safe, conscientious behavior
- Supervises personnel including work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions, including coaching and counseling employees so they can perform at their best
- Supervise regular preventative maintenance of warehouse facilities and equipment
- Promotes the highest standards of customer service by ensuring timely responses to all customer enquiries and requests for parts, supplies and/or inventory
- Responsible for running the warehouse on a schedule that provides prompt, courteous and efficient customer service to the Authority employees
- Takes, records, and delivers supply orders to vessels, keeping track of all transactions, while maintaining an up-to-date database
- Maintains regular and frequent communications with other operating departments
- Chooses suppliers, negotiates prices, and grants purchase orders to ensure the right amount of the products or services are received in a timely manner
- Researches sales records and inventory levels of current stock, finds foreign and domestic suppliers, and stays current on any changes in either the supply of or demand for needed products and materials
- Must be thoroughly familiar with the technical and regulatory aspects of the goods or services related to U.S. Coast Guard and the American Bureau of Shipping

- Follows all Authority purchasing policies and procedures, enters purchase orders and other data in the Authority's database system, and monitors approval for efficient purchasing, delivery and payments for purchases
- Oversees for entry of invoices, product transfers, waste, and other data into the Food & Retail database
- Administers Datalogger system for the Food & Retail Department Monitors and maintains stock levels at warehouses and temporary storage facilities in a secure and cost-effective manner. Maintains proper inventory records and conducts periodic physical inventory in warehouse and remote locations such as vessels and other areas as necessary
- Ensures proper storage and handling of hazardous materials in accordance with company policy and governing bodies. Makes sure all personnel which come in contact with are trained and certified
- Ensures proper commissary records are maintained for FDA inspection
- Responsible for receiving, checking, storing, and issuing supplies, materials, and equipment; oversees receiving, tagging, and distributing retail items
- Monitors warehouse physical security, locks, and systems for after – hours or emergency access to parts and supplies needed to maintain operations
- Maintains, on a daily basis, good housekeeping practices inside the warehouse and surrounding areas, ensuring all materials and equipment are properly stored in compliance with all regulations
- Assists in the preparation and execution of operating budgets for warehouse and assigned functions and personnel
- Assists in the development of technical specifications for required goods and/or services
- Closely monitors expenditures to operate within established allocations; recommends re-allocation as necessary
- Prepares reports regarding inventory, usage, and audit at year end
- Performs other duties or tasks as assigned

III. REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Knowledge and ability to apply principles and best practices of procurement; knowledge of relevant federal, state, and local laws and regulations – including the FDA Model Food Code, and regulations applying to storage, transportation, and distribution of alcohol - as well as Authority policies and bylaws related to purchasing
- Knowledge of various materials, supplies, and equipment used in CMLF operations
- Knowledge of storekeeping and warehouse methods, best practices, and principles
- Ability to operate material handling equipment such as motor vehicles, golf carts, fork trucks, pallet jacks, hand trucks, 55-gallon drum handling, and other storage equipment
- Ability to operate office equipment including computer, copy machine, printers, calculators, and personal computer with accounting and inventory control software
- Knowledge of personal computers with comprehensive knowledge of the Authority database, or similar inventory management software, and Excel software
- Ability to lift heavy objects of up to 50 pounds with proper techniques and assistance
- Ability to communicate effectively both orally and in writing

- Ability to deal effectively with salesmen and company representatives both in person and via telephone
- Ability to provide superior customer service to internal and external customers

IV. EDUCATION AND EXPERIENCE

- Bachelor's degree in business related field or equivalent number of years of related work experience
- Three (3) years of warehousing experience, experience supporting a marine operation and/or restaurant preferred
- Two (2) years of supervisory experience, five (5) years or more preferred
- Training (certificate) in public sector purchasing, inventory control, and related subjects preferred

V. REQUIRED LICENSES, REGISTRATIONS, AND/OR CERTIFICATES

- Must possess and maintain a valid driver's license
- Must apply for and receive Transportation Worker's Identification Credential (TWIC) within 90 days, and Merchant Mariner Credential (MMC) within six (6) months

VI. SPECIAL REQUIREMENTS

- Candidates are subject to a pre-employment physical, drug test, and background investigation
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay
- Must be willing and available for duty at such hours, day or night, as may be required in order to maintain continuous operation of this facility

If you are interested in applying for this position please complete the on-line application at www.drba.net. In addition, please attach a resume to the completed application.