

Posting Date: June 5th, 2017
Position Title: **Mechanic Inventory Specialist**
Location: Bandon Dunes Golf Resort, Bandon OR
Reports To: Resort Mechanic
Start Date: Immediate opportunity
Application Closing Date: Until filled
Respond To: Attn:Human Resources
Bandon Dunes Golf Resort
57744 Round Lake Drive Bandon, OR 97411
Fax (541) 347-5850
jobs@bandondunesgolf.com

Position Summary:

The Mechanic Inventory Specialist is responsible for recording and maintaining control of inventory items purchased, received, and distributed while placing orders with vendors and troubleshooting to avoid out of stock situations. In addition, this position maintains a complete asset inventory.

Essential Duties and Responsibilities:

- Monitor inventory levels via cycle count and reconcile physical inventories.
- Prepare, process and review purchase requisitions/orders within purchasing authority.
- Create and maintain bid process.
- Enter data for stock replenishment/relocation and inventory adjustments.
- Accurately maintain purchasing/receiving and inventory within Stratton Warren.
- Verifies quality and quantity and accurately receive goods and services rendered against appropriate paperwork.
- Unpacks and examines incoming shipments, rejects damaged items according to policy, records shortages, and communicates with manager or other designated person.
- Accurately receive product into Stratton Warren software and forwards appropriate paperwork to accounts payable.
- Maintains and organizes warehouse and inventory areas for efficient material storage and handling; maintains labeling system on each stock item. Manually stocks inventory shelving with stock items received or returned.
- Maintain Agronomy Equipment Listing and keep track of all repair costs for each piece of equipment.
- Establishes and maintains effective working relationships with other employees, supervisors and managers.
- Maintains safe work environment according to all department procedures, federal and state regulations
- Enforce resort standards, policies and procedures as necessary.
- Promotes and maintains the highest level of customer service to all internal and external guests while staying alert to their needs.
- Assists in other areas of the departments as needed, and performs other duties as assigned to meet and/or exceed business needs.

Qualifications:

- High School Diploma or equivalent preferred.
- One year experience with inventory control software. Previous experience in mechanic industry or working knowledge of tools, supplies and equipment used is preferred.
- Entry level computer skills in Microsoft word and Excel.
- Valid driver's license and be over 18 years of age.
- Excellent guest service and hospitality skills.
- Demonstrate excellent interpersonal communications skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision.
- Ability to work a flexible schedule including extended hours, nights, weekends and holidays.
- Positive attitude, professional manner and appearance in all situations.
- Read and write (English).
- Perform simple math calculations.
- Communicate verbally with staff members and/or customers.
- Give and/or follow verbal and written instructions.
- Retrieve, read and interpret information from technical sources.
- Proficient in data entry

Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please forward a completed application with cover letter and resume prior to the closing date. Complete job description available upon request.

KemperSports is an Equal Opportunity Employer