

Job Title: Inventory & Purchasing Assistant (Part-Time)

Salary: \$17.00 - \$25.00 hourly

About Us: Yakima Housing Authority is dedicated to providing high quality, affordable, and inclusive housing solutions for individuals and families in our community. We believe that everyone deserves a place to call home, and we are committed to enhancing the quality of life for our residents.

Job Description: Provide general office support for our Inventory & Purchasing Specialist. Responsible for general maintenance and shop administration. Orders, receives, stores, inventories, and issues a variety of services, materials, supplies, parts, and equipment, processes ordered items and services from vendors.

Key Responsibilities:

- Process daily timesheets for maintenance staff; ensure contractors and subcontractors have submitted certified payroll forms as required by law.
- Prepare and process tenant work orders, move-out paperwork, and notices of entry in an accurate and timely manner; submits various monthly reports to the management team and the board of commissioners as required.
- Place stocking orders, re-orders and special orders with vendors; prepare purchase orders; maintain inventory record systems; prepare and participate in yearly physical inventory.
- Ensure goods and services are delivered timely and priced appropriately; collect invoices and packing slips, comparing them against approved purchase orders; verify items and services have been received; contact vendors to solve any discrepancies.
- Responsible for the procurement of various goods and services including equipment; track and prepare items for proper disposal.
- Routinely collect and deposit coins from YHA laundry facilities.

Apply Today: Applications available at www.yakimahousing.org. On the “About” tab select “Employment” from the dropdown list. Applications and resumes may be e-mailed to employment@yakimahousing.org, faxed to (509) 508-0160, or dropped off in our document collection box in front of the YHA office, located at 810 N. 6th Ave. in Yakima.