

## VACANCY ANNOUNCEMENT FORM

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*An Equal Opportunity Employer*

**Date: September 10, 2019**

**Position Title:** Warehouse Manager

**Location:** Franklin ISD

**Salary Range:** Competitive

**Position Requirements:**

**Education/Certification/License:**

**Education/Certification:**

High school diploma or GED

Clear and valid Texas driver's license

**Special Knowledge/Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals

Ability to perform multiple tasks simultaneously

Ability to perform basic math

Effective organizational, communication, and interpersonal skills

Knowledge of automated (or computerized) inventory and materials handling systems

**Experience:**

3 years experience in warehouse operations

Background in material handling, bidding, purchasing, and stock control

**Other Responsibilities:**

Oversee request for bus drivers for daily routes and trips

Maintain district staff vehicles

Complete Job Description upon request.

**Application Deadline**

Until Filled

**Application Procedures**

Send letter of Interest and Resume to Rhonda Payne, PO Box 909, Franklin, Tx. 77856 or

Email it to Rhonda Payne at [rpayne@franklinisd.net](mailto:rpayne@franklinisd.net)

