



JOB ADVERTISEMENT

Warehouse/Property Assistant

Posted: August 18, 2025; Closing Date August 29, 2025

JOB SUMMARY

Assist with all operations of the Warm Springs Housing Authorities Warehouse. Duties including but are not limited to researching, ordering, pick up & delivery of materials and supplies. Maintaining an inventory system, maintaining equipment and delivery of equipment and materials. Inspection of WSHA properties. Must have a valid Oregon driver's license and be insurable under the tribal insurance policy.

ACCOUNTABILITY & AUTHORITY

Responsibilities: Responsible for the administration of HUD/Tribal property management in accordance with established policies and legal requirements which include safeguarding and accountability during the property's life cycle. Review the effectiveness of operation procedures, maintenance, space utilization and protection of equipment of the Housing Authority Warehouse. Ensure all Housing Authority line supervisors and employees are educated on property tracking process, procedures and paperwork.

Relationships: Housing Authority employees, outside shippers, vendors and providers of goods and services.

Successful performance requirements: Track and safeguard all Housing Departments property. Initiate and manage all inventory records of Housing property. Plan and schedule inventory for maximum efficiency. Maintain inventory levels so supplies do not run out. Assure 100% safety through effective safety training. Maintain successful working relationships with supervisors and employees in all situations. Maintain the Housing Authority property automated system accurately and up-to-date. Provide accurate and timely recording and reports. Work within guidelines of established policies and procedures.

QUALIFICATIONS & REQUIREMENTS

Education & Experience: High school diploma or equivalent. Experience in warehousing, inventory control and property management, experience and/or knowledge in construction field.

Knowledge & Skills: Working knowledge of inventory control and material movement. Procurement rules and regulations. HUD/Tribal policies, procedures on procurement planning and scheduling skills. Working knowledge of construction, repairs, maintenance and remodels. Computer skills, word processing and spreadsheet skills. Knowledge of Housing Authority organization structure. Good communication skills, written and oral.

Applications submitted to: Warm Springs Housing Authority – ATTN Celeste White.

You may also apply online at www.wshousing.org/employment-opportunities