

MountainHeart

Job Description

Job Title: Administrative Warehouse Manager
Department: Administration
Reports To: WX Director
FLSA Status: Non-Exempt
OSHA Category: Category 3

Summary: Provides administrative support to the Weatherization Department, and other programs as requested.

Essential Duties and Responsibilities:

- Organize warehouse and keep materials in proper place.
- Assist with completion of community program needs assessment as required.
- Responsible for inventory control, reduce shrink/overage through proper inventory tracking.
- Prepare reports as requested by Supervisor and/or Program Directors.
- Perform all related data entry for programs within MountainHeart.
- Create any correspondence required for the program via direction of the Weatherization Coordinator.
- Follow all safety rules and procedures and keep warehouse in a safe and organized state.
- Provide support to programs.
- DOE/DHHR purchase orders.
- Attend trainings as required.
- Outreach in multiple counties.
- Work in multiple counties.
- Flexible Scheduling.
- Maintain confidentiality at all times.
- Other duties as assigned.

Supervisory Responsibilities:

This position does not have supervisory responsibilities.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Some computer skills including knowledge of Microsoft Word, Access and Excel, excellent communication skills, and familiar with office equipment. Must have good recall memory, organizational and listening skills.

Updated: August 5, 2026

ALL PERSONNEL ARE AT WILL EMPLOYEES

MountainHeart Community Services, Inc. is an Equal Opportunity Employer

Education and/or Experience:

This position requires a high school diploma or equivalent, typing skills. Data entry experience is preferred with inventory management preferred.

Must have valid driver's license, clear criminal background and APS/CPS check.

Language Skills:

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of clients, customers, and the general public.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to sit and reach. The employee is occasionally required to climb or balance. The employee may occasionally lift and/or move up to 50 pounds.

Work Environment:

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet.

Employee Signature

Date