



The Virgin Islands Housing Finance Authority is seeking qualified applicants
for the following CDBG-DR Grant Funded positions
(2 positions available - 1 in the St. Thomas/St. John District & 1 in the St. Croix District)

WAREHOUSE MANAGER

The Warehouse Manager directs warehouse activities for organization by overseeing facilities, expediting the receiving and release of items, and ensuring an efficient and organized storage. This is not a territorial position.

ESSENTIAL FUNCTIONS:

- ⇒ Establishes operational procedures for activities such as verification of incoming and outgoing materials, handling and disposition of materials, tracking material disbursement, damaged and /or loss material.
- ⇒ Inspects physical condition of warehouse and ensures adherence to safety protocols.
- ⇒ Supervises operation and maintenance of equipment, storage and repair facilities.
- ⇒ Ensures proper recording of materials disbursement/ inventory, etc.
- ⇒ Confers with department heads to ensure coordination of warehouse activities with activities of the EnVision Program.
- ⇒ Implementing operational policies and procedures.
- ⇒ Directs proper documentation and disposal of damaged or used material.
- ⇒ Participates in planning safety and warehouse protection activities.
- ⇒ Evaluates contractor production, revises procedures, or devises new forms to improve efficiency of workflow as needed.
- ⇒ Performs other related duties and responsibilities as assigned.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- ⇒ **Education:** Bachelor's Degree from an accredited college or university in Business Administration, or related field preferred
- ⇒ **Experience:** 3-5 years of warehouse management experience, three years of which must be in a supervisory capacity. Equivalent combination of education and experience. Certification in Distributing and Warehouse
- ⇒ **Knowledge, Skills & Abilities:** General knowledge and understanding of warehouse inventory and logistics; Ability to establish and maintain effective working relationships with all persons contacted while performing duties; Ability to read, analyze and interpret the most complex documents; Ability to respond effectively to sensitive inquiries or complaints; Ability to work with highly sensitive and confidential information; Excellent communication skills - oral, written and listening; Ability to define problems, collect data, establish facts, and draw valid conclusions; Ability to take initiative, work independently, and utilize creative skills to resolve issues; Computer literate to include Microsoft Word, Excel, Outlook, and PowerPoint; Ability to be flexible and work under pressure; Possess the ability to pay attention to detail; and Valid Virgin Islands Driver's License.

SALARY: \$52,170 - \$57,361 per annum depending upon qualifications. CDBG-DR grant funded position.

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation. **During the Safer-at-Home period, application packages will only be accepted electronically at hr@vihfa.gov.** Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at www.vihfa.gov.

Deadline for submittal of application package is Friday, March 4, 2022; however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer