GA Public Safety Training Center

1000 Indian Springs Drive; Forsyth, Georgia 31029

Job Vacancy Announcement # 26-11112

☒ Open to All Qualified Applicants ☐ Open Only to Current GPSTC Employees

POSTED: 11/05/2025 **DEADLINE:** Open Until Filled*

*Promptly apply if interested in being considered. Applicant response level will be regularly reviewed.

JOB TITLE: Supply/Warehouse Coordinator ☒ Full-Time ☐ Part-Time

Salary Range: $33,854.88 - $37,240.32 annually ($2,821 - $3,103 monthly)

Description of Duties & Responsibilities: Under general supervision, receives, stores, and issues materials, equipment, other items. Coordinates the purchase of equipment, services and supplies from established vendors. Performs manual and clerical tasks involved in the distribution of supplies and materials. Maintains inventory control and inventory control records. Conducts physical inventories. Coordinates surplus property. May supervise state inmate workers.

Essential Functions require the ability to lift, push, pull, and carry items weighing up to 50-75 lbs. Prolonged standing, stooping, and walking is required. Possess valid Georgia Driver's License and the ability to effectively operate forklift and pallet jacks.

Minimum Qualifications: High school diploma or GED and Two years of experience performing shipping and receiving or inventory control responsibilities OR Vocational/Technical degree and one year of experience with primary responsibility for shipping and receiving or inventory control. Excellent interpersonal and organizational skills required.

Preferred Qualifications: Preference may be given to those applicants who, in addition to meeting the minimum training & experience requirements, possess the following:

- Two or more years with assigned primary job responsibility for receiving, storing, and distributing a variety of materials for a warehouse, maintenance, or military supply operation supporting multiple sections/units.
- Prior responsibility for determining proper storage methods, identification, and location based on turnover, environmental factors, and physical capabilities of facilities.
- Work experience performing applicable duties at a Manager, Supervisor or Lead Worker level.
- Experience evaluating condition of property & making recommendations for repair, replacement or disposition.

To Apply: Submit required application and supplemental documents to Human Resources – GPSTC; 1000 Indian Springs Drive; Forsyth, Georgia 31029, or email application packet to employment@gpstc.org OR fax to (478) 993-4407 no later than 5:00 p.m. of the deadline date. Contact (478) 993-4411 with any questions.

Application Requirements:

Internal Candidates:

- "Application for Another Position" form.
- Resume (Provide summary description of duties performed in past/current employment).

External Candidates:

- State of Georgia Application for Employment (completed & signed).
- Resume (summary of duties performed in current/past employment.)
- Copy of DD214 (as applicable)

Initial screening: Submitted application & documents will be reviewed to determine those applicants selected for interview appointment.

GPSTC is an Equal Opportunity Employer.

Other Remarks: Selected candidate subject to criminal records background and drug screening clearance.