

## **Stock Clerk**

The Saginaw County Road Commission is accepting applications for the position of Stock Clerk. Duties include, but are not limited to, the following: Maintaining inventory records, maintain service interval records, ordering required parts for equipment repair, inventory counts, and preparing invoices for payment. Qualified candidates should have a Bachelor's Degree or work history equivalent. Three to five years of inventory or purchasing a plus. Interested candidates should apply on a SCRC Non-CDL application form stating qualifications, including a complete resume with references and salary requirements. SCRC applications can be found on the website at [www.scrc-mi.org](http://www.scrc-mi.org) or are available at the administrative office at 3020 Sheridan Avenue, Saginaw, MI 48601. Applicant confidentiality must be requested in writing. Deadline for submission is June 8, 2017. No phone calls, please.

Send application and resume to:

Kate Gaiser, Administrative Assistant  
Saginaw County Road Commission  
3020 Sheridan Ave.  
Saginaw MI 48601

*An Equal Opportunity Employer*