



UPPER BLACKSTONE WATER POLLUTION ABATEMENT DISTRICT

Purchasing & Inventory Control Clerk

The Upper Blackstone Water Pollution Abatement District is currently accepting resumes for a Purchasing & Inventory Control Clerk. As one of New England's largest clean water treatment plants, the facility provides biological nutrient removal treatment for flows originating in the greater Worcester area and also provides biosolids management using incineration for numerous Massachusetts communities.

The Purchasing & Inventory Control Clerk will perform administrative, technical, and clerical work ensuring that spare parts are adequately available for equipment repairs; materials, supplies, and equipment are promptly ordered; and tools and equipment are properly cleaned and stored.

Candidate will be responsible for managing the parts inventory and supplies for maintenance technicians and operators of a wastewater treatment facility. Must be committed to learning purchasing, and inventory control activities. Duties will include procuring parts, materials, and services required by the maintenance team for both breakdown and planned maintenance activity.

Associate's degree in a related technical or business administration field recommended. Skilled in use of personal computers with knowledge of database use, word processing, and windows based operating systems.

Send resume to:

Liz Mailhot, Human Resources
Upper Blackstone Water Pollution Abatement District
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emailhot@ubwpad.org