



INVENTORY CLERK

The San Benito Housing Authority is seeking an individual as an **Inventory Clerk** who will be responsible for maintaining inventory, and initiating and finalizing maintenance work orders of the SBHA's dwelling and non-dwelling facilities. Candidates should possess the following:

- High School Diploma or equivalent
- Experience in clerical work
- Ability to maintain adequate records, and prepare clear and concise narrative reports
- Strong computer skills
- Good organizational skills
- Ability to communicate in English and Spanish
- Ability to use mobile device and desktop computer to initiate and complete work orders and track inventory
- Valid Driver's License

Interested individuals may submit applications at:
San Benito Housing Authority
Attn: Human Resources
1400 N. Reagan St. San Benito, TX
Or via email at: info@sanbenithousing.com
956-399-7501

Applications can be found on the SBHA website:
<https://sanbenitohousing.com/employment/>