Title: Student Storeroom & Inventory Control Assistant

Department: Facilities Management

Reports to: Inventory Control Supervisor

Appointment: Academic Year / Summer

Remuneration: Hourly Wage: $7.50 per hour

Position Summary
The Facilities Management Student position for Inventory/Stores is an undergraduate student employee working and assisting in the Parts Storeroom and Receiving Area as needed. Must have ability to problem solve, pay close attention to detail, and provide excellent customer service. Forklift Certification is offered. Work time availability is Monday-Friday 7:00am – 3:30pm

Responsibilities
A. Assist with receiving and inspecting of incoming deliveries and packages.
B. Assist with verifying billing/packing lists and reports for accuracy. Documentation matches campus parts and packages.
C. Assist with taking physical inventory counts using audit inventory check sheets.
D. Assist with storing and stocking of material parts for storeroom.
E. Assist with computerized inventory data base with basic data entry of receiving and issuing of material parts for storeroom using the TMA Inventory Control Operating System.
F. Assist with recording computerized data activity of accounts of various customers throughout Facilities and Storeroom.
G. Notify Inventory Control Team when inventory levels need to be adjusted or problems occur.
H. Assist with keeping Storeroom clean and organized. (e.g. take out recycling & trash, sweep)
I. Assist in Receiving and Postal areas if required.
**Qualifications and Conditions of Employment**

A. Must be enrolled as a full-time student during the period of employment.
B. Must be able to lift up to 50 pounds, bend, stoop and work on one’s feet for extended periods of time.
C. Must maintain and adhere to attendance policy.

**Knowledge, Skills, and Abilities**

A. Driver’s license preferred.
B. Fork-lift certification available.
C. Must be able to work independently at times, but also work with a team.
D. Positive attitude, willingness to except change and ability to multi-task.
E. Recognize safety concerns and adhere to safety procedures.
F. Communicate effectively and provide excellent customer service in multiple areas/buildings on campus.
G. Basic computer knowledge preferred.