

Job Title: OPS Materials Management Assistant

Compensation: \$15.75 - \$15.75

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 2

**Position Summary:**

Incumbents prepare, receive, verify, tag, and process various packages and mail materials. Responsibilities may include verifying shipments for proper documentation; tracking requisitions; inspecting, categorizing, verifying, certifying and processing College mail; operating postal equipment; processing parcels to be shipped; assembling and installing equipment; confirming property tag numbers and location are correct; updating and correcting inventory records; locating missing assets; providing courier services; and preparing records and reports related to inventory control.

**Requirements:**

**Education:**

High School Diploma or equivalent (GED).

**Experience:**

Two years experience in mail processing and/or shipping and receiving.

*\*An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

**Knowledge:**

- Basic materials management procedures;
- Basic mathematics;
- Customer service principles;
- Recordkeeping principles;
- Computers and related software applications.

**Skills:**

- Using a variety of equipment to assist in sorting, distributing, or processing mail and inventory;
- Applying customer service principles;
- Using basic mathematics;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**Physical:**

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.
- Incumbents may be subjected to fumes, odors, dusts, gases, extreme temperatures, work space restrictions, and intense noises.

**License:**

Valid Florida Driver's License

Responsibilities:

<b>These duties are a representative sample; position assignments may vary.</b>		<b>Potential Frequency</b>
1.	Receives, unloads, tracks, and organizes shipments and mail; operates and inspects applicable equipment.	Daily 40%
2.	Picks up, sorts, stocks, processes, tags, and distributes merchandise, inventory, and mail. Assembles and installs equipment as necessary.	Daily 20%
3.	Tracks and updates operational records including inventory, delivery status, and storage records; prepares a variety of order forms and basic operational reports. Locates missing inventory as necessary.	Daily 20%

These duties are a representative sample; position assignments may vary.		Potential Frequency
4.	Inspects inventory for quantity counts and damage.	Daily 20%
5.	Performs other duties of a similar nature or level.	As Required

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