



Position Title: Part-Time Inventory Specialist
Job Code: 8300
Reports To: Manager

Grade: C1
FLSA: Non-exempt

Job Description:

The Part-Time Inventory Specialist provides support to Property Control, Receiving and the Consolidated Warehouse. This individual reports to the college consolidated warehouse located in Medley or the Central Receiving warehouse at the North Campus.

Duties & Responsibilities:

- Assists the inventory control team with the regular college wide inventory
- Travels to all campuses
- Identifies computers and peripheral devices arriving at the warehouse and prepares those that are in working condition for sale
- Logs numbers with accuracy
- Unloads trailers and trucks arriving at the warehouse with excess equipment from the campuses
- Inventories all items with property control numbers arriving at the warehouse
- Assists the Receiving department during rush periods
- Operates a forklift
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- High School Diploma or General Equivalency Diploma (GED)
- Possess computer skills with proficiency in Microsoft Word, Excel and Outlook
- Must possess a valid Florida State driver's license
- Needs sufficient physical strength and agility to permit lifting and moving of heavy equipment

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name