



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