

POSITION:	Materials Management Tech	JOB POSTING: #A 880
DEPARTMENT/UNIT:	Material Management	
DATE POSTED:	January 27, 2012	
DATE CLOSES:	Open Until Filled	

Full-Time Opportunity: Position will work 8-hour day shifts for a total of 80-hours bi-weekly.

Essential Duties / Responsibilities

- ✓ **Maintains the Computer Inventory Control System for the entire facility.**
- ✓ **Responsible for verifying all inventory reports, correcting errors after researching the source of the error, and auditing inventory transactions in purchasing, receiving, and the storeroom.**
- ✓ **Responsible for maintaining PAR levels in all departments.**

Minimum Qualifications

- 1. High school graduate or equivalent.**
- 2. At least one (1) year experience with an inventory control system.**
- 3. Ability to lift up to 40 lbs.**
- 4. Basic computer knowledge.**
- 5. Excellent communication and customer service skills.**

Drug Free Workplace – Drug Test Required

Equal Employment Opportunity