

**Parts Expeditor Assistant (part-time, miscellaneous wage)**  
**Facilities, Real Estate, and Auxiliary Services**

**Description**

The parts expeditor assistant is part of the Maintenance and Operations Purchasing team. Duties: picking-up and delivering materials and supplies to support the facilities maintenance shops; receiving and processing packages; communicating with managers, mechanics, and others regarding parts orders; and other related shop support duties as assigned. Represent the M&O Dept. and the University of Delaware in a positive and professional manner at all times. Be organized with the ability to coordinate multiple job assignments. Ability to understand and follow verbal and written communication. Must be capable of working independently as well as in a team to complete assigned tasks. Must be capable of prioritizing tasks and adjusting priorities in order to meet the needs of the department and its internal and external customers.

**Requirements**

Possess and maintain a valid motor vehicle operator's license in order to drive a University of Delaware vehicle.

With or without assistance, requires the ability to routinely move, lift, and/or carry equipment, parts and job related materials exerting 50 to 100 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-20 pounds of force constantly to move objects and job-related materials and/or equipment; required to climb stairs.

**Hours**

Partial days Mon-Fri, preference given to morning availability. Occasional full day availability is desirable.

**Compensation**

This is a part-time, non-benefitted position. Hourly rate is competitive and dependent on qualifications.

**Apply**

Submit a current resume, one-page cover letter, and names, addresses, and telephone numbers of at least three references to [facilitiescsa@udel.edu](mailto:facilitiescsa@udel.edu). In your submission, include any scheduling considerations that affect your daily, monthly and seasonal availability for work.

*Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.*

*The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University's Notice of Non-Discrimination can be found at <http://www.udel.edu/aboutus/legalnotices.html>*