

Position: Warehouse Assistant – M&O

Anticipated Start Date: ASAP

Estimated Pay: \$20/hr

Schedule/hours per week: M-F (5 to 6 hours a day) -- 10:00AM to 4:00PM but flexible. Office hours are 7:00AM to 4:00PM

Location: 30 New London Warehouse

Job Description:

We are seeking a motivated and organized Warehouse Assistant to support the Materials & Operations (M&O) team. The Warehouse Assistant will help process, organize, and store inventory while supporting general shipping and receiving activities that contribute to the maintenance and operation of the University's facilities. This position reports directly to the M&O Purchasing Manager.

Key Responsibilities:

- Represent M&O and the University in a professional and positive manner.
- Receive, inspect, and process deliveries.
- Unload inventory from trucks and deliver items to appropriate locations.
- Communicate with managers, mechanics, and team members regarding orders and deliveries.
- Track and document incoming and outgoing parts and materials.
- Maintain accurate inventory records using Excel and other Microsoft tools; heavily use Excel to update and track order receipts and inventory status.
- Report damaged or missing items to supervisors and coordinate returns with team members and vendors.
- Sort, organize, and store inventory efficiently.
- Stack and manage large bulk items safely.
- Operate warehouse equipment such as forklifts, pallet jacks, and hand trucks.
- Maintain a clean, safe, and organized workspace, removing hazards as needed.
- Collaborate with the team to achieve departmental goals.
- Perform other duties as assigned.

Qualifications:

- High school diploma or equivalent.
- Physically able to stand, walk, squat, climb, and perform other physical tasks during a shift.
- Ability to lift up to 50 pounds (or more with assistance).
- Strong verbal and written communication skills.
- Ability to prioritize tasks effectively during busy periods.
- Work well both independently and as part of a team.
- Detail-oriented with a focus on inventory accuracy and organization.
- Familiarity with Microsoft Office, particularly Excel.
- Commitment to following health, safety, and operational procedures.
- Ability to safely operate warehouse equipment.
- Ability to interpret and follow verbal and written directions accurately.

Special Requirements:

- Valid motor vehicle operator's license.
- Reliable transportation to and from work.
- Comfortable working both indoors and outdoors in varying conditions (hot, cold, wet, humid).
- Ability to occasionally lift, move, or carry frequently 25–50 pounds, and constantly 10–20 pounds, when needed. Equipment and team assistance are available for heavy lifting.

Any interested? Please reach out directly to Jennifer Simms (jsimms@udel.edu) with your resume.