

Position Title: Part-time, Warehouse Assistant, Facilities, Maintenance & Operations

We are looking for an organized and motivated warehouse assistant. The warehouse assistant will be responsible for ensuring inventory is processed, organized, and stored. Engages in general shipping and receiving activities that support the maintenance and operation of the University's buildings and structures. **This is a non-benefitted position.**

Major Responsibilities:

- Represent M&O and the University in a positive and professional manner
- Receive and process deliveries
- Remove inventory from trucks or shipping and delivery to proper location
- Communicate with managers, mechanics, and others regarding orders and deliveries
- Keep track of incoming/outgoing parts and materials
- Update logs and documentation for inventory processing (using Excel and other Microsoft tools)
- Report damaged or missing inventory to supervisors, work with team members and trucking companies on returns.
- Sort, organize and store inventory in the proper location
- Stack and organize large bulk items
- Operate heavy machinery like forklifts to move or store inventory
- Ensure workspace is free of debris and remove safety hazards from aisles
- Work as an active team member to complete team goals
- Other assigned duties as needed

Qualifications:

- High school degree or equivalent
- Physically able to stand, sit, move, squat, walk, and climb during the shift
- Physically able to lift-up to 50 pounds or more with assistance
- Excellent verbal and written communication skills
- Strong prioritization skills to handle peaks in work volume
- Ability to work well independently as well as a contributing team member
- Pays attention to detail and monitors the quality of inventory
- Highly organized and able to store items efficiently
- Must follow all health and safety procedures and regulations as dictated by the organization and the state.
- Ability and commitment to operate materials handling equipment safely and efficiently such as hand trucks, pallet jacks, forklift. etc.
- Ability and commitment to properly interpreting and following verbal and written directions
- Strong organizational skills to ensure accurate tracking of materials and paperwork
- Microsoft Office Excel basic knowledge

Special Requirements

Possess and maintain a valid motor vehicle operator's license. Must have reliable transportation. Able to work both inside and outside in varying conditions such as hot/cold and wet/dry/humid 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; and/or climbing stairs. Equipment to assist with heavy lifting.

How to Apply: Please email resume and cover letter with the subject "Warehouse Assistant," to: sboyle@udel.edu.

Equal Employment Opportunity Employment offers will be dependent 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, Women, Individuals with Disabilities and Veterans. The University's Notice of Non-Discrimination can be found at <http://www.udel.edu/aboutus/legalnotices.html>.