



HUMAN RESOURCES

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UTILITY WORKER (PART-TIME), INVENTORY STORE

POSITION REFERENCE NUMBER: 11015-125

GENERAL FUNCTION

Assist Maintenance Expeditor in running the Inventory Store. Role will include: searching for parts through vendors and online; keeping an accurate inventory of parts in the Inventory Store; assist in implementing a barcode system in the Inventory Store and helping reduce inventory items in stock by identifying parts that have not been used for some time.

RESPONSIBILITIES

1. Receive parts into inventory management program and place in correct stock location.
2. Assist Maintenance Expeditor in locating non-stock spare parts.
3. Conduct inventory counts on set schedule.
4. Review parts sign-out sheet and add parts to work orders.
5. Assist Maintenance Expeditor in getting all spare parts into a barcode system.
6. Notify Maintenance Expeditor when spare part stock levels become low or out.
7. Continually organize Inventory Store and make sure all parts have a correct identification sticker.
8. Check spare part prices in Inventory Direct as you are receiving them onto inventory and update as needed.
9. Continually add more information to spare part details in Inventory Direct such as the discontinued part numbers that spare parts replace and the building used in.
10. Stage parts for work orders to assist maintenance technicians. Assist technicians in locating parts in Inventory Store.
11. Other duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

1. High School Diploma or GED is required.
2. Knowledge of Microsoft Office and willingness to learn new computer programs as needed.
3. Must be able to work independently with little supervision.
4. Highly organized individual with a passion for detail.
5. Must be able to lift 50 pounds.

OTHER INFORMATION

Exemption Status: Non-Exempt

Post Date: July 27, 2017



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HOW TO APPLY

Submit a letter of interest and an attached resume to jobs@rmu.edu. To ensure proper processing, applicants must use the following subject line format:

First Name Last Name – Position Reference Number

Example: Bob Morris - 123456

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