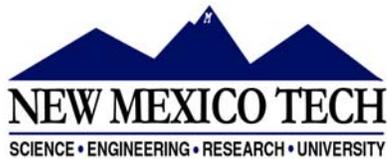


Posted: November 26, 2018



POSITION ANNOUNCEMENT

TITLE: COORDINATOR/ INVENTORY CONTROL

DEPT: IRIS/PASSCAL

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$36,820 - \$45,700

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Shipping & Warehouse specialist. Arrange, schedule, track and process both national and international shipments of seismological equipment. Manage inventory of scientific equipment. Maintain warehouse and bench stock. Organization and maintenance of warehouse.

REQUIRED QUALIFICATIONS:

Associate's degree or completion of program of 18+ months after high school or 3 years directly applicable experience. Basic computer skills required. Ability to lift up to 70lbs daily required. 3 years of warehouse or equivalent experience required. Familiarity with inventory control required. Experience driving forklift desired. Shipping & receiving desired.