PURCHASING/WAREHOUSE ASSISTANT
Application deadline: Wednesday, September 2, 2015  4:00 P.M.

POSITION DESCRIPTION
Under general supervision, direct and maintain the College's mail system, central shipping, receiving, and warehouse operations. As directed, perform other duties such as verifying status of purchase orders, input District inventory items, and assist other Purchasing personnel in clerical duties.

RESPONSIBILITIES INCLUDE
Duties may include, but are not limited to:
- Pick up and deliver U.S. mail, equipment, supplies, Board agenda packets, and other items from departments and off-campus sites; delivers mail and shipments to and from campus locations, makes emergency pick-ups and deliveries as required.
- Receive and sort incoming mail; weigh and determine the class and correct postage for outgoing mail; wrap, pack, and otherwise prepare parcels and goods for shipment; determine appropriate means of shipment.
- Receive and inspect incoming shipments; issue receipts for items received in proper order; note and report discrepancies and backorders; process Loss and Damage Claims as set forth by the Interstate Commerce Commission; assign inventory control identification numbers to incoming equipment.
- Plan and lay out warehouse storage area; monitor inventory of supplies and furniture in storage.
- Organize and maintain stores inventory for ease of distribution and location of specific items.
- Procure supplies for faculty and staff in accordance with District regulations; coordinate delivery of warehouse orders, shipments, and important documents; prepare warehouse orders for delivery.
- Fill warehouse orders and transport supplies and other educational materials to schools on established delivery schedules; operate a forklift to move supplies and equipment; drive truck or electric cart to make deliveries on-campus and off-campus.
- Maintain warehouse and equipment in safe and sanitary condition; coordinate auctions and sales of surplus equipment.
- Under direction, perform such functions as: assist in the input of District inventory items into the District's Inventory Tracking System; when required, assist Purchasing personnel in clerical duties.
- Perform related duties as assigned.

DISTRICT QUALIFICATIONS
- One year of successful experience in storing, purchasing, and delivery activities, preferably in an educational setting; or any combination of training and experience that could likely provide the desired knowledge and abilities;
- Any combination of education, training, and experience that provides the required knowledge, skills, and abilities. An example of this would be responsible experience in a warehouse and/or mailroom operation.
- Ability to plan, organize, and maintain warehouse storage and shipping and receiving systems to meet changing needs. Knowledge of modern methods, practices, and procedures related to acquisition, storage, and delivery.
- Knowledge of inventory procedures;
- Ability to fill orders accurately and quickly;
- Ability to learn and apply postal rates and regulations and the requirements of various shipping companies.
- Ability to make rapid and accurate calculations and to maintain accurate records related to shipping, receiving, and inventory.
- Ability to maintain cooperative working relationships with those contacted in the course of work;
- Ability to follow written and oral directions, and to communicate effectively orally and in writing and to direct the work of others.
- Ability to work with minimal supervision;
- Ability to perform heavy physical labor;
- Ability to learn to operate a forklift and an electric cart; possession of a safe driving record.
- Clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

MEETING MINIMUM QUALIFICATIONS DOES NOT ASSURE THE CANDIDATE OF AN INTERVIEW. Applications will be evaluated taking into account the breadth and depth of relevant education, experience, skills, knowledge and abilities.
SPECIAL CONDITIONS
- Ability to pass a post-offer, pre-employment physical.
- Possession of valid California Motor Driver’s License and the ability to qualify for District vehicle insurance.
- Possession of or ability to qualify for forklift certification.
- This classification involves some lifting of heavy supplies and equipment, and potential contact with hazardous substances received in damaged shipments.

APPLICATION PROCESS
Application must be filled out completely and in detail. The application package must include a District application and a resume. Please do not include any additional documents not required in this section.

CONDITIONS OF EMPLOYMENT
This is a full-time, 12-month, classified bargaining unit position. Start date: as soon as possible. Working hours: Monday – Friday, 7:30am – 4:30pm. Range 11 of the CSEA Salary Schedule, with a starting salary of Step A, $3,032/month; progresses over time to $4,267/month. Excellent Benefit Package.

Chaffey Community College District is committed to equal employment opportunity.