

Managing Assistant Director III Kean University

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| Job Title | Managing Assistant Director III |
| Department | Office of Procurement and Business Services-Mail and Materiel Services |
| Institution | Kean University Union, New Jersey |
| Date Posted | Jul. 11, 2018 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Associate/Assistant Director |
| Academic Field(s) | Fiscal Services Administrative Support/Services |
| Job Website | http://www.kean.edu/offices/human-resources/employment/employment-opportunities |
| Apply By Email | purchasingjobs@kean.edu |

Job Description

Under the direction of the Director of Procurement and Business Services, the Managing Assistant Director manages Mail and Materiel Services (Central Receiving) and ensures the prompt and effective delivery of essential goods and services to the University's administrative and academic departments. The Managing Assistant Director manages work operations, monitoring workloads throughout the department and coordinating staffing needs accordingly. The Managing Assistant Director will be responsible for implementing departmental policies and procedures; establishing goals and objectives which best meet the support requirements of the University; evaluating progress toward their achievement; and performing related work as required.

Qualifications: Graduation from an accredited college with a Bachelor's degree; two years of professional experience in administration; and a driver's license valid in the State of New Jersey is

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required. A minimum of five years of professional experience in a post office, large volume mail service environment or central receiving/warehouse environment is preferred. Essential job functions include the ability to walk long distances both indoors and outside; the ability to climb stairs, bend and stoop; lifting, pushing or pulling of objects up to 50 pounds; and driving. Excellent verbal and written communication skills are essential.

Application: Please send cover letter, resume and contact information for three professional references to: Search Committee Chairperson, Office of Procurement and Business Services, Kean University, 1000 Morris Avenue, Union, NJ 07083 or email purchasingjobs@kean.edu. Electronic applications preferred. Candidacy review begins immediately and continues until appointment is made. Official transcripts for all degrees and three current letters of recommendation are required prior to the starting date of employment.

EEO/AA Policy

Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Search Committee Chairperson
Office of Procurement and Business Services-Mail
and Materiel Services
Kean University
1000 Morris Avenue
Union, NJ 07083

Contact E-mail purchasingjobs@kean.edu