

**Material/Asset Management Clerk
Embry-Riddle Aeronautical University**

Direct Link: <https://www.AcademicKeys.com/r?job=124156>

Downloaded On: Nov. 18, 2019 3:18pm

Posted Jun. 6, 2019, expired Oct. 6, 2019

Job Title Material/Asset Management Clerk

Department

Institution Embry-Riddle Aeronautical University
Prescott, Arizona

Date Posted Jun. 6, 2019

Application Open until filled

Deadline

Position Start Available immediately

Date

Job Categories Classified Staff

Academic Field(s) Facilities/Maintenance/Transportation
Administrative Support/Services

Job Website <https://embryriddle.taleo.net/careersection/002/jobdetail.ftl?job=190370>

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Job Description

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Job Description - Material/Asset Management Clerk (190370)

Job Description

Material/Asset Management Clerk - (190370)

Description

Performs manual and clerical duties related to shipping, receiving, inspecting, storing, issuing, delivering and moving a variety of materials, equipment and supplies. This position is responsible for the daily completion of work orders related to office moves, surplus furniture moves, assisting with event setup and breakdown, campus furniture repairs and facilitating campus furniture warranty

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replacement or repair.

55% Schedule, plan and complete daily incoming work orders within 1 week including office moves, surplus storage and moves, asset relocation, shredding pickup and various other department duties. Work with plant on work orders involving both departments. Insure all assets including capital and federal assets are properly tagged and recorded with the necessary numbers, and locations, record the disposal, sale or donation of University assets.

Assist Material Management with duties as needed including covering all daily duties when short staffed. This includes the process of daily incoming shipments including verifying and recording orders, scan, sort, count, unpack, examine and verify information against bills of lading, invoices, purchase orders and other records. Notify department and reject damaged items, record shortages and coordinate with the Purchasing Department to rectify damages and shortages. Deliver all materials and products received at University Central Receiving to University departments in a timely manner. Pickup outgoing shipments from departments, package prepare for shipping including weigh, measure and determine method of shipping. Assist in University property control of assets including capital and federal assets by tagging, record keeping, data entry and property disposal. Assist with property disposal, donation and sale.

10% Operate computer for processing daily work orders, communication with faculty and staff and producing monthly reports to Accounting.

15% Operate forklift, pallet jack and hand truck to move, convey, or hoist shipments from shipping and receiving platform to storage or work areas. Operate fleet vehicles to transport assets, materials and products around campus and to flight.

10% Assist with special event table and chair set up and break down.

10% Assist with campus furniture repairs and warranty replacement

Qualifications

Read and comprehend instructions, write information, and complete simple forms.

High school (or GED) level ability in spelling, grammar, basic composition, and math.

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Required skills, knowledge, abilities:

Good interpersonal and communication skills. An in depth knowledge of information systems and technical expertise with Microsoft operating systems, Excel, Word, Outlook/email, and Internet end-user applications.

Must be able to remain awake and alert at all times.

Required licenses, certificates, and /or security clearances:

Valid drivers license

Contact Information

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

Contact

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