

Receiving Assistant II  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=129623>

Downloaded On: Jan. 22, 2020 2:34pm

Posted Sep. 23, 2019, removed Jan. 22, 2020

<b>Job Title</b>	Receiving Assistant II
<b>Department</b>	n/a
<b>Institution</b>	San Diego Community College District San Diego, California
<b>Date Posted</b>	Sep. 23, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
<b>Apply Online Here</b>	<a href="https://apptrkr.com/1625936">https://apptrkr.com/1625936</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

Receiving Assistant II

San Diego Community College District

Closing Date:

Position Number: NC00304

Location: District Wide - Location

Position Type:

The Position:

## Receiving Assistant II San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=129623>

Downloaded On: Jan. 22, 2020 2:34pm

Posted Sep. 23, 2019, removed Jan. 22, 2020

**FUNCTION:** Under the direction of an assigned supervisor, assist in the receipt and delivery of materials and supplies; assists in the preparation of mail for delivery; participates in obtaining, storing and inventory of warehouse materials and supplies.

[Click here for description](#)

If you would like to open the link in a different tab or window, right click and select the option.

**Major Responsibilities:**

**REQUISITE TRAINING AND EXPERIENCE AND ABILITIES INCLUDE:** Knowledge of methods and practices used in receiving and disbursing supplies and equipment, storing and/or warehouse practices, and inventory procedures.

**Qualifications:**

Ability to follow oral and written instructions, establish and maintain effective working relationships, and perform the physical duties of the job which may include lifting up to 75 pounds.

**Desired Qualifications:**

**Licenses:**

Varies upon assignment.

**Pay Information:**

[Click here for the hourly pay rate.](#)

If you would like to open the link in a different tab or window, right click and select the option.

To apply, visit: [\[url=https://apptrkr.com/1625936\]](https://apptrkr.com/1625936)<https://www.sdccdjobs.com>

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.



Receiving Assistant II  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=129623>

Downloaded On: Jan. 22, 2020 2:34pm

Posted Sep. 23, 2019, removed Jan. 22, 2020

**Contact Information**

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

**Contact**

N/A

San Diego Community College District

,