

Storeroom Clerk (4723C), Molecular & Cell Biology -
77264
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255997>

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Posted Apr. 21, 2025, set to expire Jul. 1, 2025

Job Title	Storeroom Clerk (4723C), Molecular & Cell Biology - 77264
Department	Molecular and Cell Biology (MCB) and Integrative Biology (IB)
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 21, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in

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1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Departments of Molecular and Cell Biology (MCB) and Integrative Biology (IB) together are among the largest academic departments at UC Berkeley. By several measures (including number of faculty and students, budget, and assigned square feet), these departments are larger than many UCB colleges and schools. The two departments represent over 186 faculty FTE (including Adjuncts, Professors of the Graduate School, active emeriti and 15 HHMI professors); 150 postdocs and other research positions; 375 graduate students; 80 department staff members; and 8 recharge centers. Financial resources include approximately \$51M in annual extramural funding (which accounts for over half of the total sponsored research awards in the College of Letters & Science) and over \$46M other fund sources. The department has 1,800 declared undergraduate majors (the largest majors on the Berkeley campus) and a total annual enrollment in classes of ~20,000. Department personnel are currently housed in seven buildings located in three widely separated parts of the campus.

Position Summary

Position reports to the MCB Storekeeper Supervisor, Darshan Leitze, who is responsible for the oversight and management of the stockroom functions in the Department of Molecular Biology at two locations (e.g., Weill Hall, and Barker Hall). The primary responsibilities of this position are: purchasing, data entry, special orders, receiving and restocking, customer service, mail delivery, inventory, and keeping stockroom clean and orderly. This position also provides backup with the departmental receiving and delivery as needed.

Application Review Date

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The First Review Date for this job is: May 1, 2025

Responsibilities

Purchasing:

- Run POSIM reports daily to determine stocking needs, build purchase orders in POSIM and in BFS, call in orders, verify pricing, follow up on order status.
- Prepares purchase orders by researching and recommending vendors/prices/equipment and may identify substitutes.
- Special order items for customers that are not carried by the storeroom.
- This includes finding the correct vendor and item, researching optimal pricing, numerous customer and vendor contact calls, and follow-up.

Inventory maintenance:

- Receive orders in POSIM, barcode and shelve items. Conduct weekly cycle counts of merchandise, research discrepancies.

Approve Payments:

- Approve invoices for payment in BFS, investigate and reconcile discrepancies with vendors and/or customers.
- Track bluCard transactions for validity, send approval and backups to Recharge Analyst on weekly basis.

Data analysis:

- Run POSIM reports to research inventory inconsistencies determine shrinkage, and adjust database accordingly.

Enter Sales:

- Input customer sales into POSIM hourly.

Customer Service:

- Assist customers with questions and problems pertaining to storeroom merchandise (pricing, types of items, safe handling information), orders, shipments, and billing.

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- Prepares response to routine correspondence.

Receiving and Delivery:

- Serve as backup for Storekeeper/Receiving person when necessary.
- This includes signing for shipments, checking items into BearBuy, delivering to labs, and maintaining delivery logs.

General Housekeeping:

- Keep storeroom and surrounding areas tidy and organized.
- Defrost freezers three times per year or as needed.

Required Qualifications

- Requires verbal and written communication skills, active listening, critical thinking, multi-task and time management skills.
- Accuracy in data entry and ability to keep detailed, accurate records and maintain filing systems.
- Excellent customer service skills in high demand situations.
- Ability to interface and work with students, staff, faculty, drivers and vendors.
- Ability to manually lift and move items up to 75 lbs.
- Computer proficiency in Word and Excel.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

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The budgeted hourly range that the University reasonably expects to pay for this position is \$26.26 (Step 1) - \$27.34 (Step 3).

- This is a full-time, Career position that is eligible for full UC benefits.
- This is a non-exempt, bi-weekly paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Driving Required

- Required to hold valid driver's license, have a driving record that is in accordance with local policies/procedures, and/or enroll in the California Employer Pull Notice Program.

Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

- This is not a visa opportunity.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

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"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

Contact Information

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

Contact



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