

Departmental Receiver (5062U) - 81289
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=262999>

Downloaded On: Sep. 29, 2025 2:13pm

Posted Sep. 29, 2025, set to expire Jun. 30, 2026

Job Title	Departmental Receiver (5062U) - 81289
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 29, 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 1868, we have driven innovation, creating global intellectual, economic and social value.

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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 150 faculty FTE (including Adjuncts, Professors of the Graduate School, active emeriti and 13 HHMI professors); 200 postdocs and other research positions; 370 graduate students; 100 department staff members; and 8 recharge centers. Financial resources include approximately \$55M in annual extramural funding (which accounts for over half of the total sponsored research awards in the College of Letters & Science) and over \$40M 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

This position resides within the Biological Sciences Divisional Services (BSDS) and reports to the Procurement Manager who is responsible for the oversight and management of the stockroom functions for the Departments of Molecular and Cell Biology and Integrative Biology at two locations (e.g., LSA, and Barker Hall). The primary responsibilities of this position include: departmental receiving and delivery, stockroom receiving and restocking, customer service, mail delivery, inventory, and keeping the stockroom clean and orderly. This position also provides backup to department operation as needed.

Application Review Date

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The First Review Date for this job is: 10/07/2025.

Responsibilities

Receiving and delivery, mailroom

- Serve as primary receiving and distribution contact for BDS and various recharge units. Communicate issues and coordinate receiving services with campus central receiving, all affiliated schools and departments, and various vendors and shipping companies to ensure the proper receipt of supplies and equipment, the timely delivery of live animals or biological materials through a shared loading dock facility.
- Inspect and verify the condition and quantity of received items; maintain accurate manual and computerized records of received items and receiving activities.
- Note discrepancies, damages, and backorders.
- Match incoming shipment packing slips with purchase orders; log the status of the receipt into the BDS receiving/purchasing system.
- Forward documentation to Financial Services for voucher approval in BFS.
- Use department vehicle to deliver shipments to campus locations, the same day that they are received, and obtain necessary signatures upon delivery.
- Sort and deliver intradepartmental mail, US mail, and special orders to various locations on campus

Storekeeping and other assignments

- Assist customers in the locating and checking out of items in the stockroom; receive goods for the stockroom in the same manner and procedures specified for the general receiving duties.
- Produce accurate barcodes for incoming items, stock appropriately
- Inspect current items and restock as necessary; enter data into computerized inventory system (POSIM: Point of Sales and Inventory Management System).
- Conduct weekly cycle counts of merchandise, research discrepancies, maintain organized files of reports for reference.
- Serve as primary contact for the copiers in 4 buildings; replenish paper supplies and ink cartridges, perform routine maintenance, call for service.
- Serve as primary contact for the maintenance of Departmental electric vehicles; check tire pressure and re-inflate as needed, facilitate necessary repairs.

Prepare items for shipping and process returns; general housekeeping

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- Process items for shipping or returning, ensuring the packages are being sent to the appropriate vendors or addresses.
- Return shipping containers for recycling, via the post office, to the appropriate vendors.
- Keep the receiving area and loading dock clean and orderly to maintain a safe working environment; promote operational efficiency and safe practices.

Other duties as assigned

Required Qualifications

- Good oral/written English communication skills
- Attention to detail and ability to perform mathematical calculations.
- 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.
- High school diploma and/or equivalent experience/training.

Preferred Qualifications

- Retail store experience preferred, including the use of a point-of-sale inventory management system.

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

- This is an 80% (32 hours/week), career position that is eligible for UC Benefits.
- This is a non-exempt, biweekly-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 Service Unit (SX) between the University of California and the American Federation of State, County and Municipal Employees (AFSCME). The current bargaining agreement manual can be found at:

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/sx/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.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous

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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 Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

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

N/A

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