

## **FWS Student Warehouse Assistant**

### **Job Summary:**

Assist in a variety of warehouse activities including inspection of incoming shipments and parcels and making deliveries to multiple departments across the campus. Taking inventory and organizing stock items. This position is looking for a detail-oriented and reliable Federal Work Study Student to supplement department operations.

### **Essential Functions:**

- Receives and inspects equipment, supplies and materials received and reconciles shipments to purchase order specifications, packing slips, invoices or other documents
- Performs data entry into the district's warehouse database and utilizes related software programs
- Stocks and arranges shelves and rotates stock as needed

### **Knowledge of:**

- Modern office practices, procedures, and equipment including computers and applicable software programs
- Principles and practices of sound business communication; correct English usage including spelling, grammar and punctuation
- Practices and procedures of packing, shipping, receiving and inspecting shipments and parcels
- Parcel Tracking software
- Principles and procedures of record keeping

### **Skills:**

- Communicating clearly and effectively both orally and in writing; Understanding and following oral and written instructions
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations
- Operating a computer, enterprise software, spreadsheets, word processing, and other standard office equipment
- Inspecting shipments and comparing to packing lists/purchase orders
- Operating warehouse equipment and delivery vehicles
- Taking inventory accurately and efficiently