POSITION ANNOUNCEMENT

TITLE: COORDINATOR/ INVENTORY CONTROL
DEPT: IRIS/PASSCAL

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE: $36,820 - $45,700
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: Concurrent*
CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:
Shipping & Warehouse specialist. Arrange, schedule, track and process both national and international shipments of seismological equipment. Manage inventory of scientific equipment. Maintain warehouse and bench stock. Organization and maintenance of warehouse.

REQUIRED QUALIFICATIONS:
Associate’s degree or completion of program of 18+ months after high school or 3 years directly applicable experience. Basic computer skills required. Ability to lift up to 70lbs daily required. 3 years of warehouse or equivalent experience required. Familiarity with inventory control required. Experience driving forklift desired. Shipping & receiving desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 151, Socorro, NM 87801-4796