

HARRIS-STOWE STATE UNIVERSITY

POSITION VACANCY NOTICE

Shipping and Receiving Clerk

Harris-Stowe State University has an immediate opening for an individual that is highly motivated and accurate in dealing with inventory, shipping and receiving. Primary duties include processing incoming and outgoing shipments, track and provide accurate inventory counts for stock items, supplies, and equipment. Will pull, pack and deliver orders, complete paperwork, unload materials and supplies as needed.

Requirements: Minimum 2 years experience in shipping and receiving, High school diploma or GED certificate, good computer skills, including MS Office – Excel, ability to lift/carry 50 lbs., push/pull up to 300 lbs., climb ladders without assistance, have a valid driver's license, reliable means of transportation, extensive inventory knowledge, demonstrated leadership/organizational skills, and a strong team player. Duties also include grounds keeping, facility set-ups & snow removal. Must be able to pass drug test and criminal background check. Possessing certificates in inventory control/management/shipping would be a plus. Applications will be accepted until Dec. 3, 2014.

Candidates should submit a letter of inquiry, resume and three letters of recommendation to:

**Harris-Stowe State University
Department of Human Resources
3026 Laclede Avenue
St. Louis, MO 63103
Fax: 314/340-3395**

Applications will be accepted and reviewed until the successful candidate is chosen.

An application for employment may be downloaded off our web site www.hssc.edu

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER