**POSITION ANNOUNCEMENT**

**POSITION TITLE: Shipping and Receiving Technician (Full-Time)**

**POSITION DESCRIPTION:**

Under general supervision, this position is responsible for managing the physical asset process. Major duties include:

• Manages the physical asset process ensuring all physical assets are categorized, tagged and entered into the inventory database;

• Establishes and maintains automated and manual filing/inventory system;

• Conducts periodic physical inventories of property;

• Assists in identifying surplus property, completes surplus property transfer forms and related data entry; takes steps to assure disposal of surplus property;

• Serves as a technical source for others concerning pertinent purchasing/procurement rules, regulations, policies and/or processes; and

• Other duties as assigned.

**Minimum Qualifications:**

* High School diploma or equivalent
* Ability to lift 50 lbs.

**Preferred Qualifications:**

* Ability to operate a fork-lift

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| **TO APPLY:** Please submit an online application using the OTC online job center website. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application for faculty positions. Official transcripts are required upon employment. For more information, please contact the Director for Human Resources at 912.871.1801 or [employment@ogeecheetech.edu](mailto:employment@ogeecheetech.edu).  The following individuals have been designated to handle inquiries regarding the non-discrimination policies: For Title IX: Christy Rikard, Office: 198C, Phone: 912.486.7607, [crikard@ogeecheetech.edu](mailto:crikard@ogeecheetech.edu). For ADA/Section 504: Sabrina Burns, Disability and Student Support Services Coordinator, Office: 189, Phone: 912.486.7211, [sburns@ogeecheetech.edu](mailto:sburns@ogeecheetech.edu). |
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