



Job Posting
Temporary Part Time Delivery Driver/Stockier/Clerk
10/3/2017

Jobs with Purpose

Eastern Carolina Vocational Center Inc. has an opening for a Temporary Part Time Delivery Driver/Stockier/Clerk at the SERVMART BASE STORE at MARINE CORPS AIR STATION CHERRY POINT. This position is primarily responsible for delivering supply orders to customers on and off MCAS as well as assisting with, preparing, documenting, moving, storing, and stocking materials. The hours for the position are 7:30am to 12:00pm Monday-Friday with other hours as needed.

The ideal candidate will be able to:

- Deliver or route materials to departments using work devices such as a dolly or delivery truck.
- Record shipment data such as damages or discrepancies for reporting or recordkeeping purposes.
- Receive, process, and verify the correctness of the shipment against the purchase order.
- Prepare shipments according to order instructions and military and postal label requirements.
- Operate forklift or hand truck to move shipments from the shipping/receiving platform or area to storage or retail area.
- Prepare purchase orders.
- Work in count & condition, cycle count, and fiscal inventories.
- Lift and/or move objects up to 50 lbs.
- Possess ability to communicate effectively with customers.

Education and Experience:

- High School Diploma required
- 1-2 years of related experience required with a minimum of 3 months working in an industrial setting is preferred.
- Valid Driver's License with no moving violations within the last 2 years
- Need to pass in-house forklift certification within the first 30 days of hire.
- Any contract security or contract non-attribution requirements must be satisfied.

For consideration, please send resumes via fax to 252-830-1260, email: ebrooks@ecvcinc.com or mail to Attention: Personnel, ECVC, 2100 N. Greene Street, Greenville NC 27834. Open till filled.

EEO Employer – Veteran – Disability – Drug Free Workplace

800.758.4188
252.758.4188
FAX 252.830.1260

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