



PART TIME OPENING FOR WAREHOUSE SUPPORT/FACILITIES MAINTENANCE POSITION

Middle Tennessee Reprographics Inc., the leader in the document solutions industry in Middle Tennessee, is looking for a highly motivated individual for a Part Time Warehouse Support and Facilities Maintenance position. The ideal candidate's responsibilities will include janitorial duties, delivering equipment and supplies, inventory control, warehouse operations, and facilities maintenance.

Previous delivery, warehouse, and/or facilities upkeep experience is preferred. Computer skills are a plus. The candidate must have a clean criminal record and a valid driver's license. This is an entry level position with potential with some technical support advancement for the right candidate. Good communication skills, a positive attitude, neat and professional appearance, and high standards for customer care are critical. Hours may vary. Some restrictions apply. Contact MTR for information.

SUMMARY:

Responsible for all shop, warehouse, and facilities duties including, but not limited to, daily upkeep of all areas, janitorial duties, equipment set-up, deliveries, inventory control and documentation, minor equipment maintenance, and any other assigned task(s).

SPECIFIC RESPONSIBILITIES:

- Deliver, set-up and install copier/printers
- Deliver parts and supplies as required
- Assemble and test various models and brands of equipment (training in this area will be ongoing)
- Unload inbound freight, package/load outbound freight
- Maintain a clean, organized, and safe work environment
- Attention to detail, acquire knowledge of equipment requests, and correct configuration
- Daily campus wide janitorial functions
- Maintain records of all incoming and outgoing equipment, supplies, and parts
- General facilities and grounds maintenance including scheduled janitorial duties
- Other duties as assigned

SKILLS REQUIRED:

- Facilities maintenance and upkeep
- Some Microsoft Office (Word, Excel, etc...) and computer knowledge
- Ability to use hand and power tools in a safe and effective manner
- Ability to multi-task and self motivate

EDUCATION/TRAINING/EXPERIENCE:

- Some technical (mechanical and/or electronics) background or equivalent experience
- Knowledge of inventory control and facilities maintenance
- Verifiable work history with references
- High School diploma, GED, and college

PHYSICAL DEMANDS/WORK ENVIRONMENT:

- Regularly required to walk, sit, stand, stoop, kneel, crouch, and lift for up to 8 hours
- Regularly team lift items weighing up to 500 pounds
- Regularly work near moving mechanical parts and electrical shock hazards
- Ability to safely operate straight axle box trucks and hydraulic lift gates
- Ability to safely operate forklifts and material handling equipment
- Ability to read and understand drawings, manuals, and instructions