



Virginia Railway Express

JOB DESCRIPTION

TITLE: WAREHOUSE ADMINISTRATIVE TEMP (PART-TIME)

GRADE: N/A

FLSA STATUS: Non-Exempt

GENERAL DESCRIPTION

Reports to the Manager of Warehouse and Inventory Control. This Part-Time Temp will assist in a variety of tasks and activities, with general assignments to include maintenance of files, scanning of documents, data entry, etc. This part-time temporary position is authorized for a maximum of one year. The CEO has the authority to grant an extension of this time period if it's deemed in the best interest of the organization. Part-time temporary employees do not receive fringe benefits.

SCOPE OF DUTIES

- Match, scan, and file packing slips with their corresponding purchase orders.
- Maintain and analyze calibration and material out for repair spreadsheets.
- Assist in internal inventory audits.
- Enter information into the Inventory Management System as required.
- May be asked to pick up supplies.
- Answer phones, attend meetings, take notes, and provide other administrative support.
- Maintain a clean and safe work environment.
- Carry out other duties as requested to assist Warehouse staff, or other staff at VRE as directed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrate strong verbal and written communication skills
- Keen attention to detail.

- Ability to accurately organize and maintain proper documents and electronic files.
- Ability to establish and follow detailed work procedures.
- Ability to conduct online research.
- Analytical and problem-solving abilities.
- Experience working in a team-oriented, collaborative environment.
- Ability to type and use a personal computer and related software applications, including automated financial systems, Microsoft Excel and Word.
- Ability to work independently, efficiently, know limits and meet deadlines.
- Ability to work well with all levels of staff, outside contractors, vendors, and customers.

MINIMUM QUALIFICATIONS

- Must possess a valid driver's license, current auto insurance and maintain a good driving record at all times during employment with VRE.

The statements in this job description are intended to describe the **general nature** and **level of work** being performed by incumbent(s) assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

VRE is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. VRE is committed to the principle of equal employment opportunities for all employees and to providing employees with a work environment free of discrimination and harassment.