

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/07/2024



94070

SAN CARLOS, CA, 94070

Distribution/Supply Tech - MPMC

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$21.00 to \$22.00 hourly
Employment status: Contract / Temporary

Description

Our Client In San Carlos Needs An Overnight Mailroom Assistant.

Hours: Mon - Friday 11:00pm - 7:30am

Pay: \$21-\$22/hr

Job Responsibilities:

The position distributes and issues supplies. This position processes all outgoing mail and sorts and distributes incoming mail. Additionally, this position may be assigned to inventory, issue, distribute and re-stock warehoused supplies for specified departments. Position may be assigned to prepare and place orders, research and resolve supply and receiving problems, assist with special purchasing requests, assist with projects by analyzing and comparing costs, add updated information to the purchasing computer system, file paperwork, etc.

Requirements

Basic Office Skills

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This Job Posting will expire in 10 days.