

California State University, Fresno Association, Inc.

INVENTORY ANALYST JOB ANNOUNCEMENT #22-397

POSITION SUMMARY:	Part-time, non-benefited position for the California State University, Fresno Association – Dining Services. This position will work approximately 20-25 hours per week. Regular office hours are Monday through Friday, 8am-5pm
ESSENTIAL JOB FUNCTIONS:	<p>Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Data entry and various reporting functions within company database and spreadsheets • Verify all products and inventory counts are accurate and up to date • Various administrative duties including answering telephones, filing, and computer work • Accounts payable • Maintains a professional appearance • Exhibits outstanding attendance and punctuality, and takes corrective action to prevent recurring absences • Develops a positive working relationship with department and organization staff • Perform other related job duties as required or assigned
POSITION REQUIREMENTS:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • High School diploma or equivalent required • Six (6) months general office or clerical experience • Must have basic accounting and/or mathematical knowledge • Knowledge of and ability to use a variety of office equipment including computer, calculator, copier/fax/scanner • Ability to exercise good judgment and discretion • Must be able to handle highly sensitive information in a confidential manner • Excellent customer service and communication skills • Readily adjusts schedule, tasks, and priorities when necessary, to meet business needs • Ability to read, understand, and follow written and verbal instructions • Ability to add, subtract, multiply and divide; basic skill in using a computer • Ability to work in a fast-paced environment and perform high-quality work under pressure • Ability to establish and maintain cooperative working relationships with a diverse population <p>Preferred:</p> <ul style="list-style-type: none"> • Coursework in accounting or math • Knowledge of various computer software programs • Experience in inventory tracking
COMPENSATION:	\$15.50 per hour
DEADLINE:	Application review begins immediately; open until filled
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p style="margin-left: 40px;">California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Association, Inc. This is not a State of California position.*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.