



OPEN SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) POSITIONS

Slot NO. SSAI-NVF-0166

Ann Arbor, MI

Supply Technician

Senior Service America, Inc. is recruiting for a Supply Technician position in the Senior Environmental Employment (SEE) Program (55 or older) to work in Ann Arbor, MI.

Role and Responsibilities: Serves as a Supply Technician for Centralized Services Center for the National Vehicle and Fuel Emissions Laboratory (NVFEL). Duties include:

- Conduct frequent analysis of equipment and supply needs; assists in determining item specifications; directs the placing of orders; maintains catalogs, manuals and other supply guidelines and performs supply requisitioning based upon requests and/or personal analysis.
- Operates shipping and receiving functions for NVFEL including maintenance of Package Tracking Database.
- Initially receives complaints, resolves complaints of a simple nature and refers others.
- Performs weekly routine tasks such as handling and shredding of sensitive information, stocking of self-serve cabinets, fork lift battery checks, stocking first aid kits and stocking UPS supplies. Handles requests for creation of small signs, moves furniture as needed and assists with other facility related services.
- Performs special projects as assigned, including making arrangements, providing on-site support, and preparing visual overhead presentations for technical meetings, workshops and seminars.
- Creates database reports and spreadsheets, enters information on spreadsheets for tracking, and analyzes information for the division. Uses work processing graphics software to produce a variety of documents, charts, graphics, and reports.

Qualifications and Education Requirements: Must be able to pass a Federal Background check; Age 55+; HS graduate with a minimum of 10 years in the facilities environment; skilled in inventory control and forklift operations; possess knowledge and background in the purchasing, storage and distribution of materials is desirable; possess knowledge of the operations of an automotive testing laboratory is valuable; have the ability to meet and deal effectively with employees and supervisors at all organizational levels; have excellent written and verbal communications skills; computer operation skills are required, including experience with Microsoft Office programs. Successful candidate will have a history of organizational and control skills as related to property/equipment and be capable of performing physical exercise sufficient to allow performance of work, including minor lifting and a moderate amount of walking. Candidate should also have eye sight correctable to 20/20.

Hours & Compensation: Full and part time opportunities are available. Full-Time position working 40 hours per week @ \$21,424 per year (\$10.30 per hour), plus benefits including paid health insurance and generous vacation/sick/holiday leave.

To Apply: E-mail resume to seepmi@ssa-i.org. Subject Line of email: Please type Supply Technician.