

SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) OPEN POSITION



NARRAGANSETT, RI

PROPERTY SPECIALIST

LEVEL IV

Senior Service America, Inc. is recruiting for a Property Specialist position within the Senior Environmental Employment (SEE) Program that provides support to the United States Environmental Protection Agency (EPA) in Narragansett, RI.

ROLE AND RESPONSIBILITIES:

Under the direction of and collaboration with the federal Property Management Officer, provide support services to the Property Management Operations at the Atlantic Ecology Division (AED).

- Upon arrival of new equipment, attach EPA decal & create accurate record in property system.
- As equipment changes locations throughout the buildings at AED, update property system.
- Conduct required annual physical property inventory in collaboration with Property Team which includes minimal lifting and ability to physically locate equipment found throughout the facility as well as ability to work with barcode scanner to record inventory updates in property system.
- As equipment is no longer needed on site, track and record disposition final event in property system (i.e. transferred, recycled, sold on GSA excess, etc.)
- Run database reports & work with spreadsheets to analyze information & report on various categories of equipment at AED.
- Issue property passes for equipment taken off site.
- Maintain excellent communications with custodial officers of specific accounts of equipment and also with contractor facility staff who handle shipping & receiving as well as physical moves.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

Successful candidates must meet the age criteria of being 55 years of age or older and eligible to work in the United States; able to pass a Federal Background check; AA degree/Certificate in Inventory work, Warehouse and Supply Operations (desirable); Minimum 10-Yrs of related experience logistics & database use to track accountable property such as lab, field & IT equipment. Must have the ability to use Windows Office Suite (MS Word, MS Excel, PowerPoint).

HOURS & COMPENSATION: Full-Time position working 40 hours per week @ \$26,457 per year (\$12.72 per hour), plus benefits including paid health insurance and generous vacation/ sick/holiday leave.

TO APPLY: E-mail resume to: seep_resumesmd@ssa-i.org. Subject Line of email: Please type *Property Specialist*.