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NORTH EAST INDEPENDENT SCHOOL DISTRICT  
8961 Tesoro Dr. San Antonio, TX 78217 FAX (210)804-7288  
[www.neisd.net](http://www.neisd.net)

EMPLOYMENT BULLETIN

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In compliance with Policy DC, you are requested to place this announcement on the bulletin board.

**MATERIAL HANDLER  
OPERATIONS WAREHOUSE  
(NIGHT SHIFT)**

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Degree (GED)
- One to three months related experience and/or training; or equivalent combination of education and experience
- Current Valid Texas Driver License that includes certification to operate commercial vehicles (CDL) and a driving record that meets the requirements of the District
- Forklift Certification

**MAJOR PERFORMANCE RESPONSIBILITIES:**

- Responsible for receiving stock, verifying stock quantities and stock condition
- Packages, labels and routes stock items to assigned warehouse storage locations
- Pulls orders for delivery to maintenance and transportation personnel
- Assists with pickup of out of adoption textbooks at campuses for return to the Texas Education Agency (TEA)
- Assists with delivery of new adopted textbooks to identified campuses
- Responsible for maintaining a current, valid Texas Drivers License that includes certification to operate commercial vehicles (CDL)
- Provides emergency pickup and delivery service of inventory items to maintenance and transportation personnel at job sites (Hotshots)
- Inputs warehouse transactions into Dunn and Bradstreet Inventory system
- Rotates existing stock to support a first in/first out (FIFO) stock picking schedule
- Operates material handling equipment including forklift, pallet jack and hand dolly to load and unload warehouse items
- Maintains, issues and tracks maintenance tool and equipment assets using computerized program

- Conducts periodic cycle counts on inventory, tool and equipment assets
- Provides over the counter service for walk in customers
- Maintains a clean, neat and orderly warehouse facility
- Provides warehouse support for maintenance and transportation second shift
- Reports to work on time every day
- Other duties as may be assigned

**TERMS OF EMPLOYMENT:**

**\*\* NIGHT SHIFT DIFFERENTIAL PAY \*\***

**HOURLY: \$12.85-\$15.67 PAY GRADE: O4 WORK DAYS: 260**

Interested persons should submit a letter of intent with a resume to: North East ISD Human Resources Department, 8961 Tesoro Dr., Suite 200, San Antonio, TX 78217, or fax the information to 210-804-7288. Those who are not district employees must complete a Professional Application online at [www.neisd.net](http://www.neisd.net) before submitting the letter of intent and resume. Only those persons meeting the minimum qualifications will be considered. Not all applicants will be interviewed.

This Position Remain Open Until Filled  
AN EQUAL OPPORTUNITY EMPLOYER