



Position Description Logistics Technician

Position Title

Logistics Technician

Location

Varies by contract

Job Type

Temporary (Contract Based)

Years of Experience

0- 3

Educational Level

High School Diploma required

Career Level

Entry/ Mid-Level

Salary

Varies by contract

Job Purpose

Performs fixed asset management activities including data entry, inventory, and disposal of fixed assets.

Summary of Job Duties

- Performs physical inventories at Client sites; capture all applicable data; and place an asset tag on items as required.
- Coordinate and/or complete delivery and installation of incoming furniture and equipment.
- Receive, inspect and verify incoming furniture and equipment into the client site.
- Prepare items for storage, disposal or transfer as required.
- Maintain, update and ensure accuracy of asset database as required.
- Provide logistics support to BioMedical Equipment Technician (BMET) team members.
- Maintain job knowledge and proficiency by participating in training sessions, education opportunities, studying manuals, and reading technical publications.
- Perform other related duties as requested or assigned.

Job Qualifications/ Requirements

- Minimum Education: High School Diploma
- Minimum Experience: 0-3 years of related experience
- Job related Certifications (i.e. Lean Six Sigma, etc.) are preferred, but not required.
- Good written and oral communication skills.
- Proficient computer skills in Word and Excel.
- Detail oriented with strong organizational skills.



Position Description Logistics Technician

- Maintain a positive, team-oriented attitude.
- Must have reliable transportation.
- Must be able to walk and stand for long periods of time.
- Must be able to bend over or reach arms over head.
- Must be able to pick up at least 30 pounds.