Landscape Supply – Material & Logistics Worker I - Temp
Landscape Services Department – Michigan State University

The Landscape Services department is seeking a highly motivated, knowledgeable employee to assist our landscape supply crew with office tasks and equipment operation.

Work Hours & Days

6:00am – 2:30pm
Monday - Friday
End Date of November 26th 2014

Basic Function and Responsibility

The Material & Logistics Worker will be responsible for assisting with the day to day landscape supply operation. The selected candidate will be responsible for assisting staff with bidding landscape supply contracts; ordering and purchasing landscape supplies from vendors through credit cards, blanket purchase orders and purchase order contracts; processing financial documents and work orders in FAMIS and maintaining Excel spreadsheets; inspecting supplies for proper standards and specifications; ensuring inventory is kept accurate, stocked appropriately for current work loads and upcoming orders; operate CDL-A vehicles, large articulated loaders, bull dozers, and other equipment; and clean and maintain work sites/equipment. Communication with IPF employees, vendors, and contractors will occur on a daily basis, typically under high stress situations. An ability to demonstrate respectful and courteous personal skills is of utmost importance.

25% Stock, order, issue and maintain records of landscape construction supplies to MSU IPF employees, contractors, and vendors.

70% Operate CDL-A vehicles, articulated loaders, bull dozers, fork lifts, to load and unload construction supplies.

5% Initiate, maintain and process financial records and inventory records in FAMIS to maintain contracts, inventory, and billing reports.

*** Candidate must have a clean driving record per the MSU vehicle operation guidelines. A background check of the driving record will be performed before hiring. Equipment skills assessment will be conducted in the interview process to determine candidate’s abilities. Candidates must have a CDL-A to apply for position.

All interested applicants must submit resume and application by July 14th 2014

Please contact Adam Lawver with any questions
(517)884-2321 or lawver@pplant.msu.edu