



POSITION OPENING

POSITION: Seasonal Shipping and Receiving Clerk

SALARY: \$15 to \$19/hour, based on experience

At the Alameda County Agricultural Fair Association, we are dedicated to the management of the Alameda County Fairgrounds and the preservation of the annual Alameda County Fair. We are driven to assure the long-term viability of the Fairgrounds, present an exceptional annual Fair and provide year-round opportunities that celebrates the heritage and diversity of our county. As employees, we strive to focus on our values--inclusiveness, excellence, collaboration, innovation, positivity, team success, community and environment.

POSITION SCOPE:

The Seasonal Shipping and Receiving Clerk will provide support to the Purchasing and Receiving. Duties include receiving and verifying package deliveries, tracking deliveries and notifying recipients.

YOU WILL:

- Receive deliveries of packages and mail
- Track, trace, and log deliveries and pick ups
- Contact vendors, employees, or other recipients regarding packages
- Organize and move boxes, packages, and mail
- Maintain the package receiving area in a safe, clean, and neat manner

YOU WILL BRING:

- Excellent organizational skills to organize and track packages
- Strong verbal skills
- Neat penmanship
- A history of working and lifting safely
- Ability to lift and carry boxes of awkward dimensions up to 25 lbs. as part of the normal day
- Capability to work confidentially in a fast paced environment
- Ability to work a flexible schedule including evenings

Alameda County Fair Association is an Equal Opportunity Employer and encourages all qualified persons to apply.

Please submit your resume to:

jobs@alamedacountyfair.com

By fax: 925 426-5196

By mail: 4501 Pleasanton Avenue, Pleasanton CA 94566 Attn: Patti Coonce