



MISSISSIPPI STATE DEPARTMENT OF HEALTH

The Mississippi State Department of Health, Mississippi Public Health Laboratory, is seeking to fill a Warehouse Associate III vacancy. This position will be located in the logistics section of the Mississippi Public Health Laboratory and will be under the direction of a supervisor. Duties will include receiving laboratory shipments and delivering the shipments to the correct laboratory section. Receiving, filling and releasing client supply orders for laboratory-provided testing supplies. Preparing shipping totes, boxes, coolers or containers for daily pick-up by the MSDH courier. Maintains laboratory logistic section inventory performing weekly audits and ensures that the logistics section is orderly. Manages laboratory deliveries and guest entrance by responding to external door buzzers. Manages the building front desk as needed and answers/routes phone calls as required.

Salary Range: \$31,111.11 - \$40,833.33 Based on education and experience

Location(s): Hinds County, Central Office

Qualifications: High School Diploma and 2-4 years data entry or general office experience

How to apply: Interested applicants should submit: 1) Cover letter indicating the title and location(s) for the area in which he/she is applying; 2) *State of Mississippi Employment Application* (<http://www.msph.ms.gov/media/6595/application%20word%20template.pdf>) and resume to:

Mississippi State Department of Health
Office of Human Resources
Attn: Southern Region Administrator
P.O. Box 1700
Jackson, MS 39215
Fax: (601) 576-8067

To learn more about the Mississippi State Department of Health, please visit our website at <http://www.msdh.state.ms.us>.