

INVENTORY CONTROL CLERK

GENERAL STATEMENT:

Responsible for inventory and stock control procedures.

REPORTS TO:

Dean of Physical Facilities

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

One (1) year work experience in inventory control, shipping, and receiving procedures.

OTHER:

Good computer and typing skills; Ability to operate all office equipment; Good public relations skills.

DUTIES AND RESPONSIBILITIES:

- Enter inventory for all campuses into computer.
- Order custodial supplies and control custodial inventory for each building.
- Enter building expense on the computer for each building.
- Type purchase orders for maintenance and transportation department.
- Enter expense on vehicles into the computer.
- Ability to handle shipping and receiving procedures.
- Use purchase orders to prepare receiving reports.
- Perform receptionist duties such as greeting visitors, answering telephone, and opening mail.
- Type correspondence, memos, reports, and purchase orders.
- Establish and maintain a filing system for departmental records.
- Copy and collate materials.
- Other duties as assigned by dean of physical facilities or other appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- May be required to lift, push, or pull fifty (50) pounds and put merchandise on the shelves.
- Within the general range of an office environment.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 02/08/95

Revised: 06/17/02

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