

Job Title: Warehouse Inventory Control Specialist	Wage/Hour Status: Hourly
Reports to: Central Receiving Coordinator	Pay Grade: 406
Dept./School: Warehouse Services	Date Revised: April 19, 2021

Primary Purpose

Maintain inventory control and perform required bookkeeping.

Qualifications

Education/Certification

High School Diploma/GED

Special Knowledge/Skills

- Ability to communicate effectively
- Ability to operate personal computer
- Knowledge of inventory procedures
- Ability to read supply requisitions and perform basic arithmetic
- Strong organizational, communication and interpersonal skills

Experience

Five (5) years' experience in inventory control or related warehouse work

Major Responsibilities and Duties

1. Verify accuracy of shipments with information on invoice or packing slip and purchase order; record any discrepancies or damage.
2. Maintain computerized inventory records, take cycle counts periodically, and check against computer inventory.
3. Assist with fiscal inventory.
4. Maintain custody receipts of items that are out for repair and temporarily loaned out.
5. Verify accuracy of information on requisitions and items pulled from stock.
6. Correct shipping and receiving problems with vendors and schools.
7. Assist with updates of warehouse supply catalog.
8. Operate tools, equipment, and vehicles according to prescribed safety procedures.
9. Follow established safety procedures and techniques to perform job duties including lifting, carrying, etc.
10. Correct unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.
11. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise assigned personnel.

Equipment Used

Computer, ladder, dolly, forklift, pallet jack, and small hand tools.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Moderate walking, standing, and/or climbing; heavy lifting and carrying, stooping, bending, kneeling, and reaching. Work indoor and outdoor; work around machinery with moving parts; work around moving objects or vehicles; exposure to heat and humidity. Must be able to lift 45 pounds or more.

Terms of Employment

238 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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