

## DRAFT – September 24, 2018

### PROCUREMENT JOB FAMILY – INVENTORY CONTROL SPECIALIST

**JOB FAMILY CONCEPT:** The Procurement job family is responsible for all aspects of procurement of goods and services for the University and ensures compliance with applicable laws, regulations, and policies. Responsibilities may include researching products/services and related state statutes and initiating, managing, processing, and auditing requisitions through the review and approval of sole source justifications, bidding process, shipping and receiving, procurement agreements, organizing surplus auctions, and inventory management. Typical functions require the knowledge of group consortium agreements, e-procurement software, diversity business engagement, supplier relationship management, U.S. General Services Administration (GSA) Schedules and Contracts, contracts administration, various procurement methods, mandatory reporting requirements, general procurement training, and end-user assistance.

#### **INVENTORY CONTROL SPECIALIST**

The Inventory Control Specialist role is responsible for ordering, receiving, product inspection, documentation, shipping, tagging, tracking, storing merchandise, and managing surplus. This position ensures all shipments, storages, deliveries, and auctions are in compliance with applicable laws, regulations, and policies.

#### **INVENTORY CONTROL SPECIALIST 1**

##### Typical Functions

- Unloads and stocks supplies and surplus items
- Receives, delivers, tags, and ships supplies and surplus items
- Orders, organizes, and maintains stockroom or supply stores
- Identifies low stock items and places orders
- Assists with planning for supplies for academic year needs
- Assists with surplus property auctions
- Properly disposes of supplies and surplus items
- Enters and retrieves data from tracking and management system.
- Conducts inventory counts and inspections.
- Verifies invoices against merchandise counts and checks to make sure prices are correct.
- Secures merchandise
- Responds to vendor and customer inquiries.
- Maintains and follows safety procedures.
- May sell inventory to end users
- May provide work direction.

##### Complexity and Decision Making Authority

Employee performs assigned task, and follows established policies and procedures. May set priorities and organize work within general guidelines established by supervisor/manager. Contacts supervisor with discrepancies.

##### Knowledge, Skills, and Abilities

Ability to learn department specific software and databases. Ability to communicate effectively both orally and in writing. Ability to accurately enter data and maintain databases. Knowledgeable in Microsoft Office. Strong organizational skills.

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### Education/Experience

High School graduation or equivalent and one year of experience in retail or warehouse environment, or an equivalent combination of education, training, and experience.

### **INVENTORY CONTROL SPECIALIST 2**

### Typical Functions

- Manages surplus auctions
- Works with buyers to ensure supplies are shipped and received correctly.
- Researches product discrepancies and contacts suppliers to resolve problems.
- Verifies prices for merchandise
- Verifies invoices against merchandise counts. Conducts annual inventory audits.
- May be required to drive box truck, machinery, semi-trucks, and/or trailers.
- May supervise and train other employees.

### Complexity and Decision Making Authority

Interprets situations and determines which guidelines are most effective out of those available. Reports issues that can't be resolved to a higher level.

### Knowledge, Skills, and Abilities

Ability to learn department specific software and databases. Ability to communicate effectively both orally and in writing. Ability to accurately enter data and maintain databases. Knowledgeable in Microsoft Office. Strong organizational skills.

### Education/Experience

High School graduation or equivalent and three years of experience in a retail or warehouse environment, or an equivalent combination of education, training, and experience.