Classification Specification: Inventory Control Coordinator

Classification Number: 14741  Pay Grade:  
Effective Date: April 14, 2014  Current Exemption Status: Nonexempt

Position Summary

Handles ordering, receiving and inventory of goods. Collaborates with others to develop and maintain daily goods and supply needs.

Essential/Primary Duties

- Orders goods and supplies.
- Maintains inventory of goods and supplies.
- Performs custodial duties.
- Receives and processes goods and supplies.
- Transfers goods into University trucks for transport.
- Maintains records of inventory, goods and supplies.

Experience and Education

Experience
- Three to six months experience required

Education
- High school diploma or GED required

Physical Requirements

Heavy work: frequently working in difficult work positions and/or with physical demands such as continuously lifting/moving materials greater than 50 pounds.

Working Conditions

Work is performed in an environment with exposure to somewhat disagreeable or hazardous conditions.
Classification Specification:  
Inventory Control Coordinator

Essential Competencies

— Knowledge of basic mathematical skills
— Knowledge of basic reading skills
— Ability to carry out verbal and/or written instructions
— Ability to communicate clearly verbally and written
— Detailed-oriented and highly accurate
— Ability to work in changing environment
— Ability to work effectively in a team environment
— Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
— Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
— Ability to query, run reports, and modify data in financial system(s)
— Ability to operate computers and peripheral equipment such as printers
— Ability to operate and use manual and power custodial equipment
— Ability to demonstrate culinary skills such as food preparation, seasoning and cooking, and proper storage
— Ability to operate various culinary equipment

Supervisory Responsibility

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Providing Direction

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Responsibility for Student Workers

None