Classification Specification:
Sr. Inventory Control Coordinator

Classification Number:  14742
Effective Date:  April 14, 2014
Pay Grade:
Current Exemption Status:  Nonexempt

Position Summary

Oversees and maintains ordering, receiving and inventory of goods. Assesses inventory against future needs and develops schedule for supplies to be ordered.

Essential/Primary Duties

– Orders goods and supplies.
– Receives goods and supplies.
– Maintains records of goods and supplies.
– Collaborates with others to maintain inventory of goods and supplies.
– Performs custodial duties.
– Transfers goods into University trucks for transport.

Experience and Education

Experience
– One year related experience required

Education
– High school diploma or GED required
– Must have and maintain a valid driver’s license and be insurable under the University’s insurance

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.
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### Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- 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
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- 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

Provides work direction and may schedule and/or provide formal feedback.