

Classification Specification: Inventory Control Coordinator

Classification Number: 14741
Effective Date: 04/14/2014

Pay Grade: 24
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.

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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 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

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

None