



Job Specification

Job Title: Inventory Supervisor
BCAT Code: 505X BP
Pay Grade: G13

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Supervises and coordinates activities of workers responsible for ordering, receiving, storing, inventorying, issuing and shipping materials in a stockroom or warehouse.

Examples of Duties

- Advises employees on care and preservation of items received, stored and shipped; advises employees on methods and use of equipment used in handling, storing and shipping goods.
- Supervises the upkeep and maintenance of the inventory tracking system.
- Plans layout of stockroom, warehouse or other storage areas considering size, weight and related factors.
- Studies records and recommends remedial actions for non-issuable or excess stock.
- Reviews records for accuracy of information and compliance with established policies and procedures, and to determine adequacy of stock levels.
- Schedules work for periodic inventories.
- Determines work procedures and policies, prepares work schedules and expedites workflow.
- Issues written and oral instructions.
- Assigns duties and examines work for accuracy, completeness and compliance with policies and procedures.
- Resolves customer complaints.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of GSU campus.
- Knowledge of GSU policies and procedures.
- Knowledge of computer operation and software necessary for tracking inventory.
- Effective time management skills.
- Ability to supervise others.
- Ability to lift up to 50 lbs. or more.
- Ability to operate a forklift.

Minimum GSU Hiring Standards

High school diploma or GED and three years inventory or warehouse experience including one year of lead worker or supervisory experience, and some experience with an automated inventory system; or a combination of training and experience. Valid Georgia Driver's License.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.