



Job Specification

Job Title: Manager, Central Receiving

Effective Date: April 1, 2007

BCAT Code: 433X AJ

Revision Date: February 1, 2007

Pay Grade: G17

FLSA Status: Exempt

General Description

Manages the daily operations function within Central Receiving, Property Control and Surplus Property.

Examples of Duties

- Ensures the timely delivery of all goods received at receiving locations in accordance with established performance standards.
- Develops and monitors control for recording and updating receipt of goods in the receiving module of Spectrum.
- Ensures that all decaded equipment has been properly charged to the correct department.
- Serves as the inventory representative for Business Services.
- Coordinates the warehousing and disposal or surplus property consistent with the State of Georgia and university rules and regulations.
- Serves as the administrator for the university's vehicle management program.
- Coordinates the maintenance program for all university owned vehicles with the Department of Administrative Services.
- Provides recommendations to the Director of Business Services regarding procedural changes as required.
- Monitors departmental budget and makes recommendations as necessary to Director of Business Services.
- Ensures that the University maintains adequate warehousing to operate the surplus property function and to provide recommendation to management when changes are needed.
- Manages the inventory and distribution of paper and portfolio campus-wide.
- Serves as focal point of contact for Business Services in absence of the Director.
- Provides leadership in strategic planning and quality initiatives of department.
- Assists the Property Accounting staff in the reconciliation of inventoried items.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of inventory control.
- Knowledge of University and Board of Regents' policies and procedures.
- Ability to communicate effectively verbally and in writing.
- Ability to work independently.
- Ability to work under pressure and handle stressful situations.
- Ability to supervise and direct the work of others.
- Proficiency with word, spreadsheets and database programs.

Minimum GSU Hiring Standards

Bachelor's degree in business administration or related field and two years of supervisory/managerial experience; or a combination of training and experience.

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.