



Job Specification

Job Title: Materials Control Coordinator I
BCAT Code: 433X AL
Pay Grade: G11

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

General Description

Assists in ordering materials for service requests. Tracks materials and assists in scheduling service requests.

Examples of Duties

- Reviews material contracts for content and compliance.
- Provides procedures for disposing of obsolete and surplus material and equipment.
- Coordinates and secures tools and heavy equipment for shop use.
- Assists personnel with ordering material(s) in the Facility Management (FM) systems.
- Updates work order status in Facility Management system.
- Attends meetings with units in Facilities and provides material status for work order requests.
- Enters work orders request information into FM system.
- Assigns and enters SKU numbers in the FM system.
- Assists with scheduling of service requests.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of University ordering policies and procedures.
- Knowledge of purchasing practices and procedures.
- Knowledge of materials ordering systems.
- Ability to communicate effectively both verbally and in writing.
- Effective time management and organizational skills.

Minimum GSU Hiring Standards

Bachelor's degree in a related field; or a combination of education 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.