



Job Specification

Job Title: Materials Control Coordinator II
BCAT Code: 505X BR
Pay Grade: G13

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

General Description

Assists the Manager with day to day operation of the supply warehouse. Maintains acceptable materials and equipment inventory. Monitors and orders goods as needed, and issues supplies in accordance with University procedures. Serves as the lead person in the warehouse in the absence of the manager.

Examples of Duties

- Reviews material contracts for content and compliance.
- Provides procedures for disposing of obsolete and surplus material and equipment.
- Ensures that materials and equipment for maintenance and repair tasks are available when needed.
- Monitors stock levels and places orders when needed.
- Orders building materials needed for maintenance and construction projects.
- Coordinates with buyers on requisitions.
- Completes daily inventory reports on stock items needing replenishing.
- Attends meeting with units to discuss material status and material acquisition.
- Restock the warehouse as orders arrive.
- Orders emergency orders in the absence of the buyer.
- Reviews material contracts periodically for content and compliance.
- 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.
- Ability to supervise others.
- Ability to communicate effectively verbally and in writing

Minimum GSU Hiring Standards

Bachelor's degree and three years experience; or a high school diploma or GED and seven years experience; 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.