



Job Specification

Job Title: Storekeeper
BCAT Code: 510X EV
Pay Grade: G09

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

General Description

Performs clerical duties in a warehouse or storeroom involving the tracking of inventory items.

Examples of Duties

- Inspects incoming shipments of furniture, equipment and supplies; reviews files to determine unused items and recommends disposal of excess stock.
- Serves as a team leader in the warehouse or storeroom over lower level store clerk positions.
- Inventories warehouse or storeroom items and compiles information on receipt or disbursement of material and supplies; computes inventory balances.
- Compares nomenclature, stock numbers and other listed information with catalogs, manuals and similar references to verify accuracy of requisitions and shipping orders.
- Resolves problems of damaged merchandise, return items, etc. with vendors.
- Prepares lists of depleted, defective or unusable items.
- Assists with loading and delivering items as needed.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of basic computer operation and software packages.
- Effective time management skills.
- Effective organizational skills.
- Ability to lift heavy items (up to 50 lbs. or more).
- Ability to operate a forklift and drive a large truck.
- Ability to maintain accurate records.
- Ability to prioritize work assignments and work under general supervision.

Minimum GSU Hiring Standards

High school diploma or GED and two years of clerical experience. Valid Georgia Driver's License may be required for some positions.

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.