

MASTER SPECIFICATION

JOB INFORMATION

Date:	10/17/2017 1:06:24 PM
Official Title:	Receiving/Inventory Assistant Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 2
Scheduled Hours	
Job Code:	453465
Job Family:	Purchasing/Inv/Central St

JOB SUMMARY

The Receiving/Inventory Assistant performs a variety of shipping and receiving tasks including verifying materials received are as ordered, routing incoming items to appropriate institutional locations, and preparing items for shipment.

NATURE OF WORK

The Receiving/Inventory Assistant is responsible for tracking inventory levels, handling all aspects of shipping and receiving, and keeping accurate records to accurately maintain the institution's equipment inventory. This position performs a relatively small number of tasks/duties by selecting correct processes from clearly prescribed rules and specific instructions. Job responsibilities require strong interpersonal and communication (verbal and written) skills, as well as the ability to organize priorities and multi-task. Work is performed under immediate supervision, and consists of tasks that are routine, or well-defined, with specific instructions to achieve standards. Decisions are limited to the application of standardized or accepted practices and errors could result in some costs and inconveniences within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Places orders for items and coordinates delivery schedules.

Sorts, counts, packages, labels, insures, unpacks, and/or logs inventory which is shipped or received.

Prepares shipments for postal or commercial conveyance; determines most economical and efficient shipping method; selects appropriate shipping container; packs items to ensure safe delivery.

Receives and unloads incoming materials and compares information on packing slip with purchase order to verify accuracy of shipment; may process return shipments from customers.

Prepares bills of lading; checks items to be shipped against work orders to ascertain that quantities, destination, and routing are correct.

Inspects shipments for damages or defects; records discrepancies or damages and notifies supervisor and/or purchasing personnel.

Delivers items to various institutional locations and obtains authorized signatures for accepted items.

Picks up and prepares surplus equipment for disposal in approved surplus property sales.

Operates various warehouse equipment.

Enters and retrieves data into the automated system.

Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level		Field of Study	Req	Pref	And/Or
High school diploma or GED			X		
Additional Experience					
Check here if experience may substitute for some of the above education and describe how.					
X					
Work Experience					
Experience		Experience Details	Req	Pref	
1 year +		Warehouse or inventory work experience	X		
Licenses and Certifications					
License or Certification		Time Frame	Req	Pref	
State certification as a forklift operator, hazardous materials handling and safety training			X		