JOB DESCRIPTION

TITLE
Inventory Control Specialist

JOB SUMMARY
Performs varied inventory control storekeeping and clerical work involving the independent operation of a warehouse small unit or assisting in the overall operation of the store (Warehouse). Responsible for ordering receiving, checking, recording, storing, and issuing a wide variety of supplies and equipment. Position maintains and provides a computerized inventory system accounting for all inventoried items and determines reordering indicators. May be required to assist with bid specifications and soliciting, as well as analyzing of bids and recommendations for bid awards. Work is performed according to established policies and procedures with some latitude for use of independent judgment and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS
Reports to: Assistant Director, Resource Planning and Assets
Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - May include, but not limited to the following:

- Performs and maintains inventory and pricing data.
- Handles special orders, correcting errors, tracking items.
- Assists customers in locating or selecting merchandise.
- Receives, unpacks, and stores goods and supplies.
- Checks incoming material against invoices or purchase orders for quantity and conditions.
- Determines reordering indicators and prepares requisition to replace supplies used or sold.
- Dispenses supplies, equipment, and materials and maintains records of all items issued, dispensed, or sold.
- Seeks prices for non-stock products for university customers.
• Recognize and resolve quantity discrepancies and generate quantity reports as needed.
• Assist with training new staff members as necessary.
• Operates forklift for delivery and movement of materials for various departments and maintains Forklift Inspection daily report.
• Utilizes TMA system to maintain current pricing and inventory.
• Reports annual consumable items, MSDS report and various other reports to maintain inventory.
• Observes work and safety rules.

ADDITIONAL DUTIES

• Inventories all supplies and equipment as required.
• Corresponds with vendors regarding incorrect shipments or delays.
• Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Some college work preferred. Job related vocational training or other education may be substituted on a year-to-year basis for the required experience.

EXPERIENCE

Five years’ experience in receiving, storing, and issuing a variety of supplies, materials, and equipment.

REQUIREMENTS

Fork Lift certification or must be able to attain fork lift certification within first six (6) months of employment. Valid driver’s license issued by the State of Texas and a safe driving record such as required to attain Driver’s Authorization through the university.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

• Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
• Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
• Must have the necessary mathematical abilities to analyze and process resource allocation.
• Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
• Ability to communicate effectively orally, by phone, in person, and in writing.
• Ability to represent the department and University in a friendly, courteous, and professional manner.
• Ability to use a personal computer and other office equipment, including related university software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. The employee must have the ability to occasionally lift and/or move up to 75 pounds.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is moderate to loud. Work is performed in a warehouse environment. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, and around mechanical, electrical, dust and chemical hazards.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.  

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** ___________________________  **Date:** ____________
Employee Printed Name: ____________________________

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.