Inventory Control Clerk I

Job Code 00007092

General Description
Responsible for ensuring that the proper textbooks are provided for every course and section in each department.

Examples of Duties
Maintain records including textbook stock, student enrollment, teacher and department record maintenance, publisher and distributor information, purchase orders and invoices.
Adopt course packs into the MBS & Filemaker Pro CPMS database.
Receive adoption orders from professors/academic departments.
Research, negotiate, contract, secure, and track copyright royalties & departmental royalty transfers.
Maintain copyright files.
May train and supervise student workers.
Develop database for educational departments, courses, and sections of classes taught.
Ensure that proper textbooks are tied to appropriate departments, courses, and sections.
Maintain database on textbook availability, pricing, editions, and vendor information.
Research existing inventory stored in warehouse.
Ensure that the appropriate books are pulled, barcoded, and filed with appropriate courses and sections.
Assist sales clerks and other inventory control clerks during buyback.
Clean purchased books, barcode, and file books in proper courses and texts.
Assist manager in creating purchase order.
Prepare pre-pay orders for early ordering.
Assist warehouse personnel in receiving incoming books.
Troubleshoot all incorrect shipments and shortages.
Prepare reports with updated information regarding professors’ final decisions on textbooks.
Answer bookstore telephone and route calls.
Stock shelves, price books, and help customers.
Assist in conducting inventories.
Resolve faculty disputes over ordered books and supplies.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Elementary bookkeeping, costing accounting principles & formulas; intellectual property rights laws, regulations, legislative & judicial histories on copyright legislation; printing and binding; computer research tools, spreadsheets, word processing, internet usage, and use of MBS computer system; library reference; University policies and procedures.
Skill in: Providing customer service; communicating with other employees, managers, publishers, distributors, and local bookstores; using a personal computer and related software; troubleshooting; handling problems with publishers, customers, professors, and staff; business telephone etiquette; preparing copyright permission requests, order forms, and marketing materials; job cost analysis; determining client needs; researching copyrights.

Ability to: Understand textbook requests, purchase orders, bibliographies, and special orders; proof-reading manuscripts; prepare special orders and notices to professors; perform intermediate math and accounting; work under pressure; meet deadlines and resolve customers’ concerns; direct the work of others to motivate output; discuss technical, legal, policy aspects of production, and project development.

Education and Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Revised 09/20/2012