Supervisor, Warehouse

Job Code 00007143

General Description
Responsible for overseeing the receipt, tracking, and issuing of materials from central receiving to the Physical Plant warehouse and to Physical Plant employees.

Examples of Duties
Hire, evaluate, discipline, schedule, delegate, and monitor work assignments of assigned staff.
Oversee the receipt, issuance and preparation of equipment and supplies from central receiving to employees.
Approve stock orders and quantity of items ordered.
Coordinate quarterly inventory and ensure stock levels are accurate.
Monitor monthly accounts at local vendors.
Investigate discrepancies in automated inventory system.
Identify high, intermediate, and low activity items on the inventory for planning purposes.
Make changes to descriptions and characteristics of items on automated inventory systems.
Train University and external staff to operate forklift.
Track petty cash used for purchasing items from local vendors.
Generate inventory reports for management.
Adjust reorder points on inventory.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: VAX inventory system; CUFS automated financial system; warehousing methods; supervisory techniques.
Skill in: Effectively directing the work of others and motivating output while mediating disputes among employees.
Ability to: Read and understand UPPS, training and CUFS materials; write item descriptions; maintain training records; write inventory reports; perform basic math; develop receiving and issuing; train others.

Experience and Education
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 09/27/2012