Head Inventory Control Clerk

Job Code 50015656

General Description
Responsible for providing and supervising a broad range of inventory for Housing Facilities Services.

Example of Duties
Maintain supplies and equipment warehouse.
Process requests for supplies and deliver to housing facilities.
Maintain computer inventory system.
Submit requisitions for purchase of needed materials.
Check in freight from delivery truck against invoice to make sure merchandise is complete.
Process paperwork on all complete or partial purchase orders for billing and processing.
Repair custodial equipment and perform annual preventative maintenance.
Supervise warehouse staff members.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: employer’s policy and procedures, basic math and English, and interpreting technical manuals and measuring devices.
Skills in: delegation, writing, completing and supplying requests and goods receipts, maintain rapport with clients, PC computer skills, problem solving and decision making.
Ability to: comprehend complex documents, prioritize tasks to meet deadlines, describe work orders, perform basic math, maintain inventory system, and perform oral communication.

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 09/20/2012