Office of Human Resources

Job Title: Distribution Coordinator

BCAT Code: 09TXC7
Pay Grade: G09  FLSA Status: Non-Exempt
Effective Date: April 1, 2012
Revision Date: July 1, 2013

General Description
Assists in the receiving, inspection and preparation of inventory and non-inventory equipment and supplies for distribution.

Examples of Duties
- Cross references nomenclatures, part numbers and other information against purchase orders for accuracy.
- Applies proper techniques in the care and preservation of items received, stored and distributed or redistributed.
- Maintains computer records of items delivered and received via an automated inventory system.
- Compiles data from sources, such as purchase orders, bills of lading, and other accounting records.
- Generates and places asset decals on equipment considered as assets.
- Receives, stores, handles, and disposes of electric surplus materials from departments and the surplus warehouse.
- Moves or assists in the movement of all electronic and asset surplus materials.
- Assists in the loading of surplus items on vendor transports.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of distribution operations and inventory tracking systems.
- Knowledge of Microsoft Windows with intermediate level skills in Microsoft Office.
- Good communication skills, both written and verbal.
- Strong organizational, analytical, interpersonal and problem solving skills.
- Ability to lift or move heavy items using safety equipment up to 50 lbs or more.
- Ability to prioritize work assignments and work under general supervision.
- Must have valid Georgia driver’s license.

Minimum GSU Hiring Standards
High school diploma and three years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.