**Georgia State University**

### Job Title: Inventory Supervisor

<table>
<thead>
<tr>
<th>BCAT Code: 09TX21</th>
<th>Effective Date: April 1, 2007</th>
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<tbody>
<tr>
<td>Pay Grade: G13</td>
<td>FLSA Status: Non-Exempt</td>
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<td>Revision Date: July 1, 2013</td>
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### General Description
Supervises and coordinates activities of workers responsible for ordering, receiving, storing, inventorying, issuing and shipping materials in a stockroom or warehouse.

### Examples of Duties
- Advises employees on the care and preservation of received, stored, and shipped items; advises employees on methods and use of equipment used in handling, storing and shipping goods.
- Supervises the upkeep and maintenance of the inventory tracking system.
- Plans the layout of the stockroom, warehouse or other storage areas, considering size, weight and related factors.
- Studies records and recommends remedial actions for non-issuable or excess stock.
- Reviews records for accuracy of information and compliance with established policies and procedures, and to determine the adequacy of stock levels.
- Schedules the work for periodic inventories.
- Determines work procedures and policies, prepares work schedules and expedites the workflow.
- Issues written and oral instructions.
- Assigns duties and examines the work for accuracy, completeness and compliance with policies and procedures.
- Resolves customer complaints.
- Performs other related duties as assigned.

### Knowledge, Skills and Abilities
- Knowledge of the Georgia State University (GSU) campus.
- Knowledge of GSU policies and procedures.
- Knowledge of computer operation and tracking inventory software.
- Effective time management skills.
- Ability to supervise others.
- Ability to lift up to 50 lbs. or more.
- Ability to operate a forklift.

### Minimum GSU Hiring Standards
High school diploma or GED and three years of inventory or warehouse experience including one year of lead worker or supervisory experience, and some experience with an automated inventory system; or a combination of training and related experience. A valid Georgia driver’s license is required.

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*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.*

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**Office of Human Resources**

**Classification Section**