Job Title: Inventory Supervisor (SC)

BCAT Code: 09TXC5  Effective Date: April 1, 2012
Pay Grade: G14  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Organizes, plans and prioritizes scientific stockroom activities for the Petit Science and Natural Science Centers.

Examples of Duties
- Supervises the purchase and receipt of required items of scientific shipments; supervises the maintenance of the automated computer records system for delivered and received items.
- Verifies items in accordance with Homeland Security and Center for Disease Control procedures.
- Maintains proper control and storage of the supplies and equipment inventory.
- Acquires, handles, and maintains living organisms.
- Supervises the preparation and issue of materials and equipment for use in student laboratories.
- Supervises the safe handling of laboratory equipment and of hazardous or bio-hazardous materials.
- Implements departmental policies and procedures to comply with federal, state, and local hazardous materials, health and safety, and hazardous waste regulations.
- Recommends environmental, health and safety related improvements or modifications.
- Schedules periodic inventories; determines work procedures and policies; prepares work schedules and expedites workflow; issues oral and written instructions.
- Determines promotions, price margins, advertising and items to be sold.
- Generates monthly sales and inventory reports and submits weekly accounting journals.
- Resolves customer issues that have been elevated to supervisor level.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of Cardiopulmonary resuscitation (CPR) and First Aid, Right-to-Know and National Fire Protection Association (NFPA) 45 certification.
- Knowledge of inventory tracking systems.
- Excellent Microsoft Excel, Word, and PowerPoint skills.
- Effective time management, interpersonal, organizational and analytical skills.
- Ability to lift up to 50lbs.
- Ability to communicate effectively both verbally and in writing.

Minimum GSU Hiring Standards
Associate degree and three years of related experience; or a combination of education and related experience. Must obtain the following certifications within the first 30 days of employment: Right-to-Know Basic Awareness, Right-to-Know Chemical Specifics, Bloodborne Pathogens, Hazardous Waste Awareness and Fire Extinguisher Education and Awareness. Must obtain Hazardous Waste Operations and Emergency Response (HAZWOPER) certification within the first year of employment. A valid Georgia driver’s license is required.

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.