Georgia State University

Job Specification

Job Title: Materials Control Coordinator I

BCAT Code: 09TXB6
Pay Grade: G11  FLSA Status: Non-Exempt

Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Assists in ordering materials for service requests. Tracks materials and assists in scheduling service requests.

Examples of Duties
- Reviews material contracts for content and compliance.
- Coordinates procedures for disposing obsolete and surplus material and equipment.
- Secures and coordinates tools and heavy equipment for shop use.
- Assists personnel in ordering materials in the Facility Management (FM) systems.
- Updates the work order status in the FM system.
- Attends unit meetings in Facilities and provides the material status for work order requests.
- Enters work order request information into the FM system.
- Assigns and enters Stock Keeping Unit (SKU) numbers in the FM system.
- Assists with scheduling service requests.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of University ordering policies and procedures.
- Knowledge of purchasing practices and procedures.
- Knowledge of materials ordering systems.
- Effective time management and organizational skills.
- Ability to communicate effectively both verbally and in writing.

Minimum GSU Hiring Standards
Bachelor's degree in a related field; 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.