Georgia State University

Job Specification

Job Title: Materials Control Coordinator II

BCAT Code: 09TX22  Effective Date: April 1, 2007
Pay Grade: G13   FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Assists the Manager in the day-to-day operation of the supply warehouse. Maintains the materials and equipment inventory. Monitors and orders goods as needed, and issues supplies in accordance with University procedures. Serves as the lead person in the warehouse in the absence of the Manager.

Examples of Duties
- Reviews material contracts for content and compliance.
- Coordinates procedures for disposing obsolete and surplus material and equipment.
- Ensures that materials and equipment for maintenance and repair tasks are available when needed.
- Monitors stock levels and places orders when needed.
- Orders building materials needed for maintenance and construction projects.
- Coordinates requisitions with buyers.
- Completes daily inventory reports on stock items needed.
- Attends unit meetings to discuss material status and material acquisition.
- Restocks the warehouse as orders arrive.
- Places emergency orders in the absence of the buyer.
- Reviews material contracts periodically for content and compliance.
- 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 supervise others.
- Ability to communicate effectively both verbally and in writing.

Minimum GSU Hiring Standards
Bachelor’s degree and three years of related experience; or high school diploma or GED and seven 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.