Job Title: Inventory Control Specialist

BCAT Code: 09TXB9  Effective Date: June 1, 2011
Pay Grade: G12   FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Performs duties associated with maintaining the inventory records for the University, such as receiving, storage, counting, inspecting, and redistributing Georgia State University (GSU) property or surpluses.

Examples of Duties
- Receives, inspects and prepares inventory and non-inventory equipment or supplies for distribution, redistribution, or disposal.
- Compares nomenclatures, part numbers, and other information against purchase orders.
- Maintains computer records of delivered items and received through an automated inventory system.
- Compiles data from sources, such as purchase orders, bills of lading, and other accounting records, to record the receipt or disbursement of materials or supplies.
- Ensures that asset numbers are generated and decals placed in equipment considered to be assets.
- Utilizes forklifts and hand trucks to load or remove equipment to and from delivery trucks.
- Counts material, equipment or supplies in stock and posts totals to the inventory records.
- Reviews the records for accuracy of information and compliance with established policies and procedures.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of basic computer applications to track inventory.
- Knowledge of GSU campus locations preferred.
- Some knowledge of office practices, policies and procedures.
- Ability to operate a forklift.
- Ability to lift up to 50 lbs. or more.
- Ability to maintain accurate records.

Minimum GSU Hiring Standards
High school diploma or GED and three years of related experience. 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.