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.

Office of Human Resources Classification Section

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Job Title: Inventory Control Specialist (SC)

BCAT Code: 09TXC6  Effective Date: April 1, 2012
Pay Grade: G12  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Performs duties associated with maintaining inventory records for reagents, solutions, equipment and materials used in scientific experiments.

Examples of Duties
- Verifies deliveries and reviews records in accordance with Homeland Security and Center for Disease Control procedures and established protocols.
- Acquires, handles, and maintains living organisms.
- Maintains computer records of the delivered items via the automated inventory system; compiles data, such as purchase orders, bills of lading, and other accounting records.
- Insures that asset numbers are generated and decals placed on equipment considered as assets.
- Counts material, equipment or supplies in stock and posts the totals to the inventory records.
- Prepares and issues materials and equipment for use in student laboratories.
- Safely handles laboratory equipment and hazardous or bio-hazardous materials.
- Utilizes forklifts and hand trucks to load or remove equipment to and from delivery trucks.
- Supervises work students as needed.
- Assists in the implementation of departmental policies and procedures to comply with federal, state, and local hazardous materials, health and safety, and hazardous waste regulations.
- Routinely inspects and tests safety equipment and supplies.
- Responds to laboratory emergencies, injuries and spills of hazardous or bio-hazardous materials.
- 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 or high school diploma or GED and four years of 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.