Job Title: Storekeeper

BCAT Code: 09TX86  Effective Date: April 1, 2007
Pay Grade: G09  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Performs clerical duties in a warehouse or storeroom involving the tracking of inventory items.

Examples of Duties
- Inspects incoming shipments of furniture, equipment and supplies.
- Reviews files to determine unused items and recommends the disposal of excess stock.
- Serves as a team leader for the Store Clerks in the warehouse or storeroom.
- Inventories warehouse or storeroom items; compiles information on the receipt or disbursement of material and supplies; computes the inventory balances.
- Compares the nomenclature, stock numbers, and other listed information with catalogs, manuals, and similar references to verify the accuracy of requisitions and shipping orders.
- Resolves problems of damaged merchandise, return items, etc., with vendors.
- Prepares lists of depleted, defective or unusable items.
- Assists with loading and delivering items as needed.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of basic computer operations and software packages.
- Effective time management skills.
- Effective organizational skills.
- Ability to lift heavy items up to 50 lbs. or more.
- Ability to operate a forklift and drive a large truck.
- Ability to maintain accurate records.
- Ability to prioritize work assignments and work under general supervision.

Minimum GSU Hiring Standards
High school diploma or GED and two years of clerical experience. A valid Georgia driver’s license may be required for some positions.

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.