UNIVERSITY OF SOUTHERN CALIFORNIA

Inventory Coordinator

Job Code: 155027

Grade: E
OT Eligible: Yes
Comp Approval: 4/11/1995

JOB SUMMARY:
Coordinates the maintenance of an inventory of supplies, equipment and materials for an administrative, academic or clinical unit.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

______ ______ Orders and maintains an adequate inventory of supplies, equipment and materials.
______ ______ Contacts vendors to ensure on-time delivery of ordered materials.
______ ______ Surveys vendors to ensure that purchases comply with policies, regulations and good purchasing practices.
______ ______ Documents inventory by utilizing a log or computer database.
______ ______ Receives supplies, equipment and materials, marks prices and stocks inventory facility. Maintains organization and cleanliness in stockroom.
______ ______ Ensures that incoming materials are inspected against orders for correctness, quantity, type and damages. Arranges for return of defective materials.
______ ______ Distributes supplies, materials and equipment to the unit's offices and facilities as appropriate.
______ ______ Prepares necessary paperwork to ensure proper billing.
______ ______ Maintains current inventory records of materials in stockroom and on order. Prepares inventory reports and distributes to appropriate personnel.
______ ______ Performs a variety of clerical or back office duties as needed.
______ ______ Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: □ No □ Yes  In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.
JOB QUALIFICATIONS:

Minimum Education:

High School or equivalent

Minimum Experience:

6 - 12 Months

Minimum Field of Expertise:

General office experience.

Preferred Experience:

1 Year

Skills: Administrative:

Answer telephones
Assemble and organize numerical data
Balance figures
Communicate with others to gather information
Compute totals
Develop office procedures
Gather data
Input data
Maintain filing systems
Prioritize different projects
Read handwritten text
Use database and/or word processing software
Verify calculations

Skills: Machine:

Calculator
Fax
Personal Computer
Photocopier

Supervises: Level:

May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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