

Sul Ross State University
Position Description

Official Title: Receiving and Supply Supervisor

Salary Group: 9

Job Code: 4510

Summary

Function: Plan, coordinate, direct, and supervise the activities of the General Stores and Central Receiving.

Scope: To progressively maintain and provide for the operation of the Central Store inventory and Central Receiving procedures for distribution of University property.

Duties

Essential: Establish and maintain inventory control, stock levels, disbursement, and warehouse security measures; establish and maintain inventory control records; establish and maintain central receiving control procedures and records; inspect and monitor the operation of the Central Stores inventory control, records and security; must be able to understand and utilize computer equipment used in the Central Stores to include UPS and Fed-Ex Online systems; prepare requisitions on selected items from order lists and physical count; coordinate deliveries of goods to the university campus; prepares receiving reports for payment on university's FRS system; assist all university with purchasing from and through the general store; must be able to operate forklift and lift, move and/or carry heavy objects (includes over 40 lb.); must be able to climb ladders and stairs; long periods of standing may be required; must be able to communicate in writing and orally; make recommendations for improvements to the Central Stores operations; maintain updated training respectively for all areas of responsibility; establish and maintain comprehensive safety program for all employees and visitors to the Central Stores; other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice.

Non-Essential: Assist with special projects as assigned.

Supervision

Received: Supervision and instructions regarding the mission and goals, policy, and procedures of the University and the Physical Plant from the Superintendent of General Services.

Given: Supervision of the classified employees as assigned.

Education

Required: High school graduate or equivalent.

Preferred: Bachelor degree in accounting or related degree.

Experience

Required: Two years work experience with management and supervision of inventory control.

Preferred: Experience in the development of programs designed to increase the efficiency of existing operations.

Equipment/Skills

Required: Computer knowledge, standard office machines, forklift operations, purchasing competency.

Preferred: Pellet Jack.

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Working Conditions

Usual: Warehouse conditions; heavy physical duties; position is Security Sensitive.

Special: After hours and weekend on-call availability required.

Any qualifications to be considered in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: April 20, 2000