

**Sul Ross State University**  
**Position Description**

**Official Title:** Receiving and Supply Assistant

**Salary Group:** 4

**Job Code:** 4512

**Summary**

Function: Assist in the activities of the General Stores and Central Receiving.

Scope: To assist in maintaining and providing for the operation of the General Store inventory and the receiving and distribution of University property.

**Duties**

Essential: Assist in inventory control, stock levels, disbursement, and warehouse security measures, inventory control records; central receiving control procedures and records; assist in inspecting and monitoring the operation of the General Stores inventory control, records and security; must be able to read a standard packing list, inspect and receive all tangible goods that have a Purchase Order, and ensure delivery to proper department. Must be able to understand and utilize computer equipment used in the Central Stores, including UPS and FED-EX online software; assist in preparing requisitions on selected items from order lists and physical count; must be able to operate forklift and lift, move and/or carry heavy objects (includes objects over 40 pounds); make recommendations for improvements to the General Store/Central Receiving operations; maintain updated training respectively for all areas of responsibility; process departmental requests for supplies; other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times. Will be responsible for General Stores and Central Receiving in absence of supervisor.

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 Receiving and Supply Supervisor.

Given: Supervision of student employees as assigned.

**Education**

Required: High school graduate or equivalent.

**Experience**

Required: Two years work experience in inventory control or related field.

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

**Equipment/Skills**

Required: Computer experience; forklift operations; oral and written communication skills.

**Working Conditions**

Usual: Warehouse conditions; heavy physical duties; must be able to climb ladders and stairs; long periods of standing may be required. 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.