



Job Title: Inventory Management Specialist

Job Code: 31118

JOB SUMMARY

The Inventory Management Specialist is responsible for performing purchasing functions and maintaining inventory by utilizing management software and maintaining physical inventory.

MAJOR DUTIES

- Performs purchasing functions on the computerized purchasing system;
- Responsible for maintaining supply inventory; Receives and pulls orders for supplies from on-line ordering system;
- Develops, monitors, and maintains budget and/or financial records;
- Participates in periodic supply inventories and performs other counts for inventory verification;
- Performs data entry of supplies received and supplies pulled for delivery to update inventory in computer system. Monitors log of back-ordered supplies;
- Maintains and organizes storage areas for all items;
- Communicates between various offices and vendors to resolve problems with shipments;
- Prepares postage reports and submits to supervisor;
- Processes and mails vendor checks; and
- Other duties as assigned.

COMPETENCIES

- Knowledge of Asset Management inventory software
- Skill in the use of computers and job related software programs
- Skill in interpersonal relations and in dealing with the public
- Decision making and problem solving skills
- Oral and written communication skills
- Organizational skills
- Ability to multi-task

MINIMUM QUALIFICATIONS

- Associate's degree ***and*** Three (3) years of work related experience
- Note: Experience may substitute for the degree on a year-for-year basis

PREFERRED QUALIFICATIONS

- Preferred qualifications may vary from location to location