



Job Title: Inventory Assistant

Position Classification: Hourly – Non-Exempt

Job Summary: The Inventory Assistant receives, stores and stocks materials, equipment, supplies or merchandise. Compiles stock records. Requisitions standard items to replenish stock. Incumbents typically work in the university bookstore or similar retail operation.

Qualifications, Knowledge, Education & Experience:

Must be at least 18 years of age to perform this job. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities:

- Counts, sorts and checks in incoming articles; verifies against requisitions, shipping notices or invoices; places articles on sales floor shelves or in storeroom.
- Replenishes merchandise on shelves from storeroom stock; rotates merchandise and keeps it orderly and neat in appearance.
- Checks inventory periodically to determine reordering needs and verify with records; requisitions standard stock items, supplies or materials within established limits; notifies designated staff of fast moving items.
- Contact vendors to obtain information regarding shipping status of orders or special orders placed by department.
- Places or changes price tags on merchandise; places tags, markers or labels on shelves to identify stock.
- Packs and ships packages according to instructions using boxes, packing materials and sealing tape.
- Records or documents changes in inventory, mark-ups or markdowns of merchandise according to established procedures.

- Gathers requisitioned supplies, merchandise or materials and prepares for delivery or pick-up.

Education:

- High School diploma or GED equivalent required; or equivalent combination of education and experience.

Experience:

- One year of stocking/inventory related experience; OR equivalent combination of experience and/or education with comparable knowledge, skills, and abilities

Knowledge, Skills, and Abilities:

- Knowledge of cataloging and inventory techniques
- Knowledge of shipping and receiving practices
- Basic mathematics
- **Attendance/Punctuality** - Is consistently at work and on time.
- **Quality** - Demonstrates accuracy and thoroughness; maintains a clean and organized work environment.
- **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity.
- **Safety** - Observes all safety procedures and policies; Reports potentially unsafe conditions to supervisor; Uses equipment and materials properly.
- Good attention to detail.
- Able to work accurately from verbal and written instructions.

This description is a general statement of required major duties and responsibilities performed on a regular and continual basis. It does not exclude other duties that may be assigned.

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