

INVENTORY SUPERVISOR

Job Description

CATEGORY: PLANT OPERATIONS
POSITION STATUS: FULL-TIME
FLSA STATUS: NON-EXEMPT
SALARY CODE: 60

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Supervises the compiling and maintaining of records of quantity, type, and value of equipment and furnishings for all departments of the College district.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages the overall accounting for fixed assets to ensure its accuracy.
- Counts equipment and furnishings in stock and posts totals to inventory records.
- Compares inventories to office records or computes figures from records such as purchase invoices to obtain current inventory.
- Reviews existing fixed assets and inventory records to ensure appropriate documentation.
- Verifies clerical computations against physical count of stock and adjusts errors in computation or count, or investigates and reports reasons for discrepancies.
- Analyzes purchase orders and invoices to identify and properly classify capital assets, tags new purchases with inventory tags or etches on furniture or equipment and records inventory room and building numbers.
- Monitors proper classification, labeling and location of fixed assets and ensures easy retrieval of inventory.
- Keeps the fixed assets and inventory management area well organized and efficient.
- Deletes lost items from inventory lists and makes further checks on misplaced items.
- Processes paperwork for transfer records and makes appropriate changes as needed.
- Provides support and assistance for any audit requests.
- Contributes to the overall success of department by performing all other essential duties and responsibilities as assigned.
- Handles sensitive and extensive confidential information.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas

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Southmost College (TSC).

- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Promotes positive morale and teamwork within the functional unit and provides exceptional customer service to students, faculty, staff and community.
- Is directly involved with the process for systematic review and evaluation of the planning unit per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Communicates effectively, both orally and in writing; defines problems, collects data, establishes facts, and draws valid conclusions; and effectively presents information to top management, public groups, and other groups, as needed.
- Performs duties and responsibilities within a high-tech all-digital environment.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

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.

- An understanding of and strong commitment to the mission of Texas Southmost College.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Knowledge in computerized inventory management.
- Knowledge of standard office practices, procedures and equipment.
- Well-developed verbal skills to present and exchange technical or complex information.
- Ability to work independently and according to established schedules.
- Ability to perform standard accounting transactions and maintain accurate and orderly accounting records.
- Ability to communicate effectively orally and in writing and to establish cooperative working relationships with persons contacted in the course of performing assigned duties.
- A working knowledge of spreadsheets, word processing and other business software applications, including Microsoft Office products, is required.
- Strong written and verbal communication skills.
- Experience and demonstrated proficiency in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, prepare presentations, and communicate with others.
- Demonstrated ability to work in an entrepreneurial, high-demanding work environment that is mission-driven, results-driven and community oriented.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.

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REQUIRED EDUCATION AND EXPERIENCE

An individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- High School diploma or G.E.D. equivalent.
- Five (5) years of experience in inventory control of assets using a computerized system.

PREFERRED EDUCATION AND EXPERIENCE

- Associate's degree or Bachelor's degree in accounting or a related field of business.
- Fixed assets and inventory management experience.
- Supervisory experience of an inventory control department.

CERTIFICATE AND LICENSURES

- None required.

PHYSICAL DEMANDS

The physical demands for the position are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate.

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Notes:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a High School diploma or G.E.D. equivalent?
 - Yes
 - No
3. *Do you have five (5) years of experience in inventory control of assets using a computerized system?
 - Yes
 - No
4. Do you have an Associate's degree or Bachelor's degree in accounting or a related field of business?
 - Yes
 - No
5. Do you have fixed assets and inventory management experience?
 - Yes
 - No
6. Do you have supervisory experience of an inventory control department?
 - Yes
 - No