

AKRON METROPOLITAN HOUSING AUTHORITY

Job Title: Inventory Specialist
Reports to: Inventory Manager
Department: Inventory Control
Date: April, 2002
FLSA Status: Non-exempt

General Purpose:

Maintain inventory control, quote system and other inventory database files.

Essential Duties and Responsibilities:

55% Maintain the inventory control, quote system and other inventory databases. Review and audit data entered into the system to ensure accuracy by utilizing catalogs, manuals and internet resources, as well as contacting vendors directly. Input and verify database adjustments. Resolve any problems relating to discrepancies (e.g., back orders). Assist Inventory Manager by identifying items quoted to ensure that the correct items are being bid.

20% Enter data into the inventory system, quote system, and fixed asset database as needed.

10% Assign identification numbers and maintains records for fixed assets in storage at the warehouse.

5% Contact vendors to determine price and availability of merchandise or services desired.

5% Prepare requisitions for stock and non-stock inventory items for approval by the inventory manager.

5% Schedule the delivery of lawn mowers and track relevant data.

5% Perform other duties as assigned.

Minimum Qualifications, Education and Certifications:

High school diploma or equivalent and minimum of one year work experience in maintenance inventory or related field. Demonstrated proficiency with personal computers and computer software. Must have valid Ohio driver's license and be insurable under AMHA.

Physical Requirements. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

Physical demands may include kneeling, reaching, pushing, fingering, manipulating, talking, hearing, sitting for extended periods, crouching, standing for extended periods, stooping, walking, lifting up to 10 lbs. and repetitive motion using a keyboard, telephone and calculator. The visual acuity requirements include viewing a computer monitor and extensive reading.

Working Conditions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

Office environment.

Employee Understanding:

The above job description was received, read and understood by me.

Employee's signature

Date

Supervisor's signature

Date

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.