

Wright State University
CLASSIFIED JOB SPECIFICATION
Materials Handling Coordinator

I. JOB INFORMATION

Job Title: Materials Handling Coordinator (CS 03)

Job Class: 31711 FLSA Status: Non-Exempt

II. JOB SUMMARY

Under general direction coordinates the shipping, receiving and delivery of materials. Maintains inventory control database and required records.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Generates order forms for chemicals, and for paper and plastic products. Maintains inventory for stores and receives materials from shippers.
- Performs receiving functions (e.g., unpacks, verifies shipments and inspects parts and materials). Properly repacks and processes returns to vendors.
- Assigns account numbers to packing lists for billing purposes. Enters receiving information into software system. Ensures accuracy of data entry including account numbers, pricing information, requestor and delivery area. Keeps supply levels up to date.
- Ensures quality and quantity of workmanship through inspections and sampling of work.
- Directs training and ensures safety requirements are enforced.
- Monitors the bulk inventory of janitorial cleaning supplies. Originates requests for supply purchases, receives materials, stocks shelves, and issues janitorial supplies to staff.
- Updates files, logs and reports. Provides information to Purchasing Agent as needed.
- Communicates with Purchasing Agent and supervisors on issues such as price increases, partial or backordered shipments, and delivery problems.
- Processes purchase orders in the absence of the Purchasing Agent. Verifies accuracy of accounting and vendor information, pricing, and authorization signatures before processing.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

Two years of post- secondary education and six months of (FT) related work experience OR, a high school diploma or GED and two years of (FT) related experience. Leadership skills. Excellent communication skills. Ability to calculate basic math. Public relations and interpersonal skills.

V. WORKING CONDITIONS

There are conditions, equipment and materials, present which require proper handling to ensure safety. Must be physically able to lift heavy objects.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

Must possess a valid United States driver's license for at least one year and maintain eligibility to operate University motor vehicles. Forklift operator's certificate

VIII. JOB SERIES

31700

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.