

## **INVENTORY CONTROL ASSISTANT TITLE DEFINITION**

### **I. DEFINITION**

#### **INVENTORY CONTROL ASSISTANT**

Positions in this job title are responsible for providing inventory control assistance to Inventory Control Coordinators or Supervisors in stores and warehouses throughout the state. Positions are responsible a majority of the time for filling orders, and receiving, delivering, and storing materials and supplies. Work is performed under limited to general supervision. Positions allocated to this job title perform any combination of the following duties and responsibilities:

- Monitor and maintain appropriate inventory levels
- Notify Inventory Control Coordinator or Inventory Control Supervisor when inventory levels need to be replenished
- Take physical inventory counts
- Receive and inspect incoming shipments
- Verify documentation on freight bill, packing list and purchase order
- Complete receiving reports
- File claims for short or damaged shipments
- Stock shelves
- Properly store items
- Fill orders or requisitions
- Pack/prepare items per standards as specified by various carriers (e.g., UPS, Fed Ex, DHL)
- Deliver items
- Schedule pick ups of items
- Utilize computerized inventory database/system
- Answer calls and questions from customers
- Generate monthly reports on spending and inventory levels

### **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

### **III. RELATED TITLES**

Inventory Control Coordinator, Inventory Control Coordinator-Advanced