

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Inventory Clerk **SALARY GRADE:** WS-04
DATE REVISED: December 1, 2014 **EEO CODE:** 06
JOB CODE: 2537 **FLSA STATUS:** Non-Exempt
BARGAINING UNIT: N/A

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: The primary duties for this position is receiving and shipping of store products and the subsequent pricing and related record keeping.

SUPERVISORY AUTHORITY: Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE: Internal contacts include bookstore management and staff of the Department and University. External contacts include visitors, general public, couriers, shippers, vendors, and manufacturers.

PRINCIPAL ACCOUNTABILITIES: Guides the daily work tasks of wage employees.

Determines the status of orders and the condition of products received and forwards this information to the proper areas (buyer, accounts payable, etc.).

Receives, checks, prices and stocks all merchandise in an efficient and organized manner.

Inputs data into the school or department's management system in a timely and accurate manner.

Ships merchandise returns to vendors and publishers and customer orders.

Assists with special events, including off-site locations, setup and operation.

Performs other related duties as assigned.

CORE COMPETENCIES: Skill in operation of computers.

Ability to lift heavy objects and boxes.

Competence in both oral and written English to communicate in a clear and concise manner.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and customers.

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Ability to organize work efficiently; and provide a high level of customer service and professionalism.

MINIMUM REQUIREMENTS:

High School Diploma or GED required and .5-1 year of related experience. Vocational or other technical school, training or apprenticeship beyond HS may be substituted for work experience.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation and Performance Management