

## POST PROCESSING/INVENTORY COORDINATOR\*

### **Function of Job:**

Under general supervision of designated supervisor, to coordinate/expedite the flow of input/output material for computer processing, establishing delivery/pick-up schedules between Computer Services and campus departments.

### **Characteristic Duties and Responsibilities:**

1. Coordinate materials pickup and microfiche delivery of printed and magnetic information.
2. Organize, coordinate and maintain appropriate inventory levels of all computer forms and stock paper in conjunction with warehouse supervisor and maintain forms supply at maximum level at Computer Center.
3. Coordinate monthly shipments of stock forms with truckers.
4. Report form and computer supplies usage to department purchasing personnel.
5. Coordinate extraordinary forms needs resulting from reruns for computer output processes with department purchasing staff.
6. Update computerized inventory program used for inventory maintenance and normal management, as necessary.
7. Supervise part-time and student help, as assigned.
8. Operate forms bursting and decollating machines.
9. Operate truck to make deliveries, as required.
10. Perform other related duties, as assigned.

### **Minimum Acceptable Qualifications:**

1. High school graduation and two years of related experience.
2. Good organizational abilities.
3. Supervisory ability.
4. Appropriate driver's license for vehicle being operated.
5. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work.

### **Additional Desirable Qualifications:**

1. Experience in inventory control.
2. Experience in department environment.

10/27/95

\_\_\_\_\_  
System Approval

10/27/95

\_\_\_\_\_  
Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

---

\* Revised - original approved 7/2/79 and revised 7/30/80.