

SUPERVISOR - CENTRAL RECEIVING OPERATIONS - KSC*

OR

SUPERVISOR - CENTRAL RECEIVING OPERATIONS - PSC

Function of Job:

Under general supervision of designated official with overall responsibility for warehouse/stock operations, to be responsible for management and supervision of stock operations - warehouse, stockroom, shipping and receiving, campus and inter-campus delivery, custodial supplies, and budgets related thereto.

Characteristic Duties and Responsibilities:

1. Direct, select, interview, train, evaluate, assign, and supervise stock operations personnel in all activities related to pickup, loading/unloading storage, shipment, and delivery of goods, materials, and other college/university property.
2. Coordinate and supervise receipt and shipment of all materials and goods consigned to central warehouse.
3. Supervise verification of goods and materials received with appropriate invoices and purchase orders, noting any discrepancies or damage, and informing Purchasing Office of same.
4. Notify requisitioning departments of order arrivals and arrange delivery.
5. Maintain control and appropriate records on stock inventory and all items in storage.
6. Prepare periodic reports, as required.
7. Assure that safety, fire safety, and security rules and regulations are followed within stock operations areas, and maintain cleanliness and order.
8. Interview sales representatives and obtain product and price information.
9. Authorize issuance of purchase and transfer orders.
10. Plan and insure proper maintenance for the capital investment of warehouse and stock operations storage areas.
11. Develop new and/or improved methods for optimum efficiency and cost control.
12. Work with director and other supervisory personnel on plans and programs for improvements within the department and services offered.
13. Be responsible for maintaining inventory controls and accounting procedures for disbursement of supplies and payment of invoices for all stock items.
14. Be responsible for development and writing of specifications for ordering supplies and equipment.
15. Provide services of Stock Operations to other University System campuses.
16. Perform related duties, as assigned.

Minimum Acceptable Qualifications:

1. Associate's degree in technical or accounting field or equivalent.
2. Three years of related experience in warehouse, shipping and receiving department with at least one year at the supervisory level.
3. Managerial and supervisory ability.
4. Sound knowledge of accounting, storage, record keeping, inventory methods, and procedures of purchasing for college/university and State of New Hampshire.
5. Computer skills.

Additional Desirable Qualifications:

1. Experience in the institution being served.
2. Knowledge of trades hardware.
3. Certified respirator fit testor.

12/19/94

System Approval

12/19/94

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.