

Job Title	Inventory & Property Control Assistant
Job Code	
Exempt Status	
Position Status	
EEO Classification	

Job Summary

The Inventory & Property Control Assistant, under supervision, assists with overall fiscal operations as they relate to the maintenance of property/inventory records and reports. Responsible for the physical inventory during the inventory cycle, ensuring that inventory is properly received, recorded, tagged, delivered, closely monitored, and disposed of in accordance with retention policies and procedures.

Essential Duties and Responsibilities

- Assist in management, review, and hosting inventory transaction database system through receiving, affixing, and recording inventory tags.
- Assists in development and conducting of daily cycle counting procedures to ensure inventory accuracy. Assists in development and implementation of inventory control performance metrics related to material management. Coordinates annual physical inventories.
- Analyzes obsolete inventory, calculates inventory risks, and communicates trends.
- Assists in development and implementation of standard policies, processes, and procedures for inventory control. Reports stolen or missing equipment in accordance with policies and procedures.
- Conducts periodic internal inventory audits and assists in the facilitation of the State inventory audit, if required.
- Coordinates equipment procurement and inventory control.
- Reconciles discrepancies in inventory and receives quantities from stores and vendors.
- Assists in continuous improvement projects, analyzes inventory variances, researches root causes of issues, and formulates recommendations to improve inventory accuracy.
- Assists in conducting trainings.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – High school diploma or equivalent combination of education and experience.

Experience – One year of related experience.

Knowledge of – Knowledge of word processing, spreadsheet, and database applications.

Ability to – Ability to multitask and work cooperatively with others. Excellent verbal and written communication skills. Excellent customer service skills.

Licensing / Professional Certification – None.

Physical Requirements- Ability to exert moderate force and lift moderately heavy objects.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally does not supervise employees.

Other Requirements

- Travel required.

Approved by:	
Date approved:	
Reviewed:	