

SENIOR INVENTORY AND RECEIVING CLERK

DEFINITION

To perform a variety of difficult and skilled tasks in a college bookstore related to the shipment, receipt, pricing, storage, and distribution of books, supplies, equipment, and other materials; to design and stage effective merchandise displays; to maintain storage areas and inventory in a clean, safe, orderly manner; to prepare and maintain accurate records; to recommend new/revised procedures; to train and supervise assigned staff; and to perform other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the College Bookstore Manager.
Provides functional and technical supervision to student workers and hourly employees.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Receive, count, and inspect incoming shipments of books, supplies, merchandise, and equipment for conformity to purchase order specifications and packing slips; input and update computerized shipping and receiving records.

Match receiving documents and orders to invoices to ensure accurate payment; note and report shortages, partial shipments, damage or other discrepancies; file freight claims on damaged merchandise with carriers.

Design effective sales displays; set up and take down merchandise displays and equipment; rearrange furniture, fixtures, and equipment.

Assist customers, faculty, and staff in locating needed items; research back orders as required.

Verify correct item price codes for incoming books, merchandise, equipment, and supplies according to District policies; enter codes to generate accurate price labels; complete merchandise processing in a timely manner to ensure availability of items for sale.

Issue, store, transport, and deliver supplies, equipment, fixtures, and merchandise to authorized personnel; load and unload delivery truck.

Oversee and prepare outgoing shipments including timely returns of surplus or damaged textbooks and merchandise for credit; accurately note suppliers for claims processing.

Package, label, and prepare freight bills for outgoing supplies, equipment and other goods for shipment by a wide variety of freight and delivery services; determine the most cost effective means of shipping; obtain return authorizations from publishers.

Process and file purchase orders; prepare and maintain a variety of files, records, and logs pertaining to books, merchandise, equipment, and supplies.

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EXAMPLES OF DUTIES (continued)

Conduct periodic physical inventory; reconcile discrepancies; prepare and maintain inventory control records.

Maintain receiving and stock areas in a clean, safe, and secure manner.

Store, organize, and dispose of equipment, records, stocks, and supplies according to District policies and procedures.

Operate a variety of equipment including delivery truck, forklift, calculator, and computers.

Deliver outgoing items to post office, other campuses, and other appropriate destinations.

Schedule delivery truck for needed repairs and regular servicing; maintain equipment and preventive maintenance records; research and purchase repair parts for equipment as necessary.

Train and supervise student assistants and hourly employees.

Perform related duties as assigned.

MINIMUM QUALIFICATIONSKnowledge of:

Principles and practices of retail operations including displaying merchandise to greatest effectiveness.

Practices and procedures related to shipping, receiving, and stocking a variety of materials, equipment, and supplies.

Modern office practices and equipment including computers and calculators.

Basic inventory methods and procedures.

Requisitions, purchase orders, invoices, and delivery slips, and the use and meaning of each.

Basic mathematics used in inventory and stock keeping, involving addition, subtraction, and multiplication.

Record keeping methods and procedures related to shipping, receiving, warehousing, and retail operations.

Skill to:

Perform general inventory and store keeping duties.

Organize work to meet deadlines and customer service requirements.

Perform moderately heavy manual labor using established safety practices and procedures.

Make mathematical computations with speed and accuracy; calculate list prices, cost prices, mark up and mark downs, margins, and discounts.

Use a computer to enter, retrieve information and update inventory files.

Safely operate equipment and vehicles including delivery truck, forklift, computer, and calculator.

Prepare and maintain accurate records, logs, and files.

MINIMUM QUALIFICATIONS (continued)

Communicate effectively both orally and in writing

Complete work independently in the absence of supervision; exercising good judgement in the application of District policies and procedures.

Train and supervise student assistants and hourly employees.

Understand and carry out both oral and written instructions.

Establish and maintain cooperative work relationships with those contacted in the performance of duties.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience

Three years of increasingly responsible experience performing duties comparable to those of an Inventory and Receiving Clerk in the district or performing similar duties for a retail establishment that included designing, setting up and tearing down sales displays and providing direct customer service.

Training

Equivalent to graduation from high school supplemented by college-level course work or special training specifically related to retail sales operations.

License/Certificate:

Possession of, or ability to obtain, an appropriate California drivers license, and ability to maintain same.

Possession of, or ability to successfully complete warehouse safety and forklift operations programs.