AUBURN
Human Resources

Spec, Inventory & Receiving

Job Description

JOB INFORMATION

Job Code	ED02
Job Description Title	Spec, Inventory & Receiving
Pay Grade	FM09
Range Minimum	$36,630
33rd %	$41,510
Range Midpoint	$43,950
67th %	$46,390
Range Maximum	$51,270
Exemption Status	Non-Exempt
Approved Date:	7/26/2021 3:15:11 PM
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JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Surplus & Inventory Control

JOB SUMMARY

Reporting to the Logistics and Receiving Manager, this position supports the Bookstore's general merchandise receiving operations. Responsibilities include verifying incoming shipments, ensuring accuracy in inventory and pricing, and performing daily data entry to maintain precise and up-to-date records.

RESPONSIBILITIES

- Receives, prepares, organizes, and delivers merchandise to designated stockroom locations while verifying inventory accuracy for all general merchandise.
- Inspects incoming products to ensure quality standards are met and resolves issues such as short shipments, damaged goods, and shipping or receiving errors.
- Maintains detailed records of all shipments and received merchandise. Ensures UPCs and barcodes are accurately entered into RATEX for proper scanning and correct product descriptions on sales receipts.
- Supervises, trains, and schedules temporary and student employees involved in inventory receiving.
- Communicates shipment discrepancies to vendors and processes vendor returns as needed to ensure timely merchandise credit.
- Assists with vendor invoicing, including verifying accuracy and ensuring proper invoice matching.
- Supports sales floor operations by serving as a floor supervisor, assisting customers, managing checkout lines, operating cash registers, and processing orders and returns as needed.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	A Bachelor's degree is desired.	and	3 years of	experience in retail operations or receiving goods for resale, which includes data entry and inventory management.	Or
Bachelor's Degree	No specific discipline	and	0 years of		

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of basic math, Microsoft Excel, data entry, and communication skills.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching					X	
Reaching					X	
Talking				X		
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically and distinguish colors.