



**Athabasca
University**

Update Only Classification Review

Section I Position Information

Position Title	Inventory Control/Warehouse Administrator
Position #	999491
Department	Materials Management
Classification Level	R2
Reports to	Inventory Controller/Warehouse Supervisor, Materials Management
Effective Date	July 25, 2014

Position Summary

Briefly describe the main purpose(s) of the position

In conjunction with the Inventory Controller/Warehouse Supervisor, the Inventory Control/Warehouse Administrator addresses student inquiries, requests and concerns regarding physical learning resources; maintains the daily operation of the Materials Management Inventory System and warehouse including monitoring material requests, inventory levels and costs; coordinating the set up and delivery of physical learning resources for all courses and seminars; communicating with internal and external stakeholders regarding physical learning resources; assisting in major and minor inventory counts; daily maintenance of the course unavailability list; reconciling all invoices from vendors and submitting for payment; and supervising warehouse staff in the absence of the Inventory Controller / Warehouse Supervisor.

<p>Duties and Responsibilities</p> <p>Organize by key responsibility area and include % of time spent where possible</p>	<ul style="list-style-type: none"> • Address student inquiries, requests and concerns as they relate to physical learning resources. • Maintain the Materials Management Inventory System (CMIS). • Communicate with applicable stakeholders (Publishers, Course Production Group, IT, Faculties, Academics, Finance, Office of the Registrar and collaborating institutions) regarding policies, procedures and processes related to ordering and inventory management of physical learning resources for courses and seminars. • Develop procedures and coordinate training for CMIS users, • Assist with the management of AU's inventory of physical learning resources, including the determination of reorder points, quantities and associated costs • Update the daily course availability report. • Coordinate Seminar set up and delivery • Coordinate all graduate courses for distribution. • Assist in major and minor inventory count. • Verify all invoices with orders and submit for payment. • Ensure course packages match the current revision content, as course package content is constantly changing. • Reconcile all incoming invoices from vendors and forward for payment. • Supervise warehouse staff in the absence of the Inventory Control/Warehouse Supervisor. • Other duties as assigned.
<p>Classification Factors</p>	
<p>Context and Complexity</p>	<ul style="list-style-type: none"> • Responsible for ensuring the Materials Management Data Base (CMIS) remains current, provides needed information and communicates with IT for any system requirements as well as stakeholders for all system needs and physical learning resource requirements. • Control of the computerized inventory system requires a high degree of organization to capture all receiving and shipping transactions, system reports, inventory counts and invoicing in a timely and accurate manner, paying close

	<p>attention to changing course materials to ensure a match with course revisions.</p> <ul style="list-style-type: none">• Must have an understanding of information systems in general to continually refine and improve the course materials database and inventory system to adapt to changes within the department and the University.• Accuracy required for daily inventory, pricing and invoicing of learning resource materials.• Intermittent supervisory responsibilities require knowledge of applicable policies and procedures.• Errors can have a major impact on the availability of physical learning resources and ultimately the timely and accurate delivery of applicable courses / programs to students.
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<p>Work Problems</p>	<ul style="list-style-type: none"> • Ability to address student and stakeholder concerns, inquiries and requests in a timely and efficient manner. • Course contents are constantly changing, demanding a detailed change to the course computer file in each instance within the Materials Management Inventory System. Inaccurate or dated files must be guarded against, as they lead to errors in planning and distribution. Reconciling discrepancies between physical counts and computer inventory must be handled quickly and with care. • When unexpected deadlines occur, quick implementations of alternative procedures are required. • Assist the Inventory Controller/Warehouse Supervisor with maintenance of Materials Management policies, procedures and processes as they related to the delivery of physical learning resources.
<p>Authority</p>	<ul style="list-style-type: none"> • Assist the Inventory Controller/Warehouse Supervisor to ensure complete and accurate data entry of information into the Materials Management Inventory System. • Authorize alternative procedures in the event of unexpected deadlines. • Maintain inventory control of all courses containing physical learning resources. • Report all invoice discrepancies to the publisher.
<p>Contacts and Communication</p>	<ul style="list-style-type: none"> • Communicate with students to address inquiries, requests and concerns. • Communicate with stakeholders (Publishers, Course Production Group, IT, Faculties, Academics, Finance and Office of the Registrar) regarding physical learning resource requirements, inventories, costs, availability, and issues. • Communicate with IT regarding maintenance of the Materials Management Inventory System (CMIS)

	<ul style="list-style-type: none"> • Required to have close contact with all collaboration institutions for all seminar courses. • Constant contact with publishers for overdue invoices, and discrepancies on invoices.
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Signatures for Section I

Incumbent's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Section II

Qualifications
Includes education, experience, skills, abilities and any other special qualifications required. The qualifications relate to the position not the incumbent
<p>Requires 2 year business administration or office administration diploma plus two years related office experience. Equivalent combination of education and experience may be considered. Warehouse Management Certificate and Inventory Control experience preferred. Extensive computer skills (MS Office , CMIS, Banner) required.</p> <p>Good communication skills (verbal and written).</p> <p>Organizational skills, priority setting, and ability to identify unusual situations requiring a typical solution.</p> <p>Supervisory experience is desirable. (Minimum 1 year)</p> <p>Ability to demonstrate timely, conscientious and responsive administration skills and flexibility in a multi-tasking environment.</p>

Signatures for Sections I and II

Department Head Signature _____ Date _____

Executive Officer Signature _____ Date _____

Human Resources Review _____ Date _____