



Job Title	Inventory Controller
PVN ID	BM-1806-002575
Category	Administrative Services
Location	BOROUGH OF MANHATTAN C. C.
Department	Adult Continuing Education
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	19.00-25.00
Closing Date	Mar 14, 2019 (Or Until Filled)

General Description

BMCC's Continuing Education is seeking an organized, diligent, responsible inventory controller to join our team. In this position, you will manage inventory through the use of a computerized database system. Your primary objective will be to maintain adequate levels of stock to meet daily distribution demands while minimizing excess supply.

Summary

Position requires: a) Monitoring and maintaining current inventory levels, including reconciling stock counts to computer reports; b) Initiates action to replenish stock by processing purchase orders and other related paperwork; c) Receiving, unpacking, and delivering items to shelves or requesting departments; d) Inspects shipments for accuracy and completeness, and resolves inconsistencies; and e) Performs routine clerical duties in support of unit.

Other Duties

Duties and Responsibilities

1. Perform critical inventory tasks to ensure the correct amount of items are in stock
2. Maintain updated and accurate records of inventory, including supplies for Allied Health courses, office supplies and miscellaneous orders.
3. Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports.
4. Receives, unpacks, and delivers goods; re-stocks items as necessary; labels shelves.
5. Troubleshoot quantity discrepancies between stock and records
6. Develop and implement improvements to existing operational procedures in order to maximize efficiency and cut operations costs

7. Collect and analyze data to determine appropriate order quantities
8. Prepare, generate, and file financial inventory reports; review reports monthly with management
9. Performs routine clerical duties, including data entry, answering telephones, and assisting customers.
10. Performs miscellaneous job-related duties as assigned.

Qualifications

Minimum Job Requirements

- High school diploma or GED; Associate Degree is preferred with at least 2 years of experience directly related to the duties and responsibilities specified.

Knowledge, Skills and Abilities Required

- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Ability to reconcile stock counts to report data.
- Database management skills.
- Ability to analyze and solve problems.
- Ability to prepare routine administrative paperwork.
- Ability to receive, stock, and/or deliver goods.
- Clerical, word processing, and/or office skills.
- Knowledge of university invoicing procedures.