

INVENTORY CONTROLLER/SUPERVISOR

DIVISION: Purchasing and Warehousing

POSITION SPECIFICATIONS:

EDUCATION: Minimum of an Associate Degree, 2 years of college, or comparable experience in Management, Computer Operations, or Inventory Control.

EXPERIENCE: Minimum of 2 years of experience in handling equipment for educational institutions.

OTHER:

- Must have good verbal and writing skills.
- Must possess the ability to communicate with personnel at all levels.
- Must be able to use good judgment in every type of situation.
- Must possess good human relations skills.
- Must be physically able to fulfill all performance requirements of the position.