**Job Posting – UM Careers Website**

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| **Working Title: Inventory Control Clerk-Associate** |  |
| Job Code Title: Inventory Control Clerk-Associate |  |
| Job Code Number: 102765 |  |
| Department Name: ITS Infrastructure |  |
| Salary Range: $32,400.00- $39, 600.00 |  |
| FLSA Status: Non-Exempt |  |
| Target Hire(s): 1 Position |  |

**HOW TO APPLY:**

A cover letter and resume are required. The cover letter must be PAGE 1 of your resume and should:

1. Specifically outline the reasons for your interest in the position
2. Outline your particular skills and experience that directly relate to this position
3. Include your current or ending salary

Starting salary may vary depending on qualifications and experience of the selected candidate.

**JOB SUMMARY**

Information and Technology Services (ITS) has an) opening for an Inventory Control Clerk -Associate in ITS/Infrastructure located at Arbor Lakes. The ITS Warehouse area handles over 10 million dollars of inventory yearly.  This position will assist in managing the daily operations related of receiving inventory, inventory management, ordering, stocking, staging, entering information into appropriate databases, disbursing and delivering inventory and materials, and communicating product availability.

Primary responsibilities are: accurate/timely receiving/stocking/distributing and recording of the inventory into and through the warehouse. The ideal candidate will be able to work in a fast paced, dynamic work environment; have experience working with inventory management in a warehouse setting. Have the ability to operate a personal computer, tablets and other appropriate communication devices and software packages or its equivalent. Typically, the candidate should have the ability to be flexible in completing the daily duties and tasks assigned but be able to respond to non-routine requests, have excellent communication skills, be detail-oriented, and be a team player.

**RESPONSIBILITIES**

Ensures accurate management of daily operations related to product receiving, shipping, stocking shelves, and inventory management. This is accomplished through an on line inventory databases and data bar coding. Verifies, enters, compares and reconciles packing slips and invoices to materials received vs. ordered for accuracy per inventory procedures. Identifies and tracks missing shipments and notifies management and vendors of discrepancies in a timely manner.

Accurately maintains detailed records of inventory on hand/ordered and proactively monitors stock levels to forecast and initiate actions to replenish, ensuring needed materials are kept at agreed upon levels. Performs regular inventory audits per set protocols. Reports and conducts research and analysis to identify and resolve inventory discrepancies identified during the inventory cycle counting process.

Proactively collects on-line requests, identifies materials from blue prints, initiates internal work orders and/or performs order fulfillment by timely dispatching or delivering to requested location(s). Utilizing the on-line inventory systems researches and helps staff to find/pull parts for orders upon request. Stages specially ordered materials/equipment for projects per protocol.

Utilizes honest, direct, and friendly professional communication skills to assist in the disbursement of inventory at the counter per work orders and requests in a timely manner. Assist staff in loading/unloading of equipment on vehicles and into warehouses or storage facilities. Perform pick up or delivery to job sites or to departmental contacts. Promotes understanding with customers on the benefits of the IT service provider model to help foster collaboration.

Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintaining clean shipping supply area; complying with procedures, rules, and regulations.

**REQUIRED ORGANIZATION COMPETENCIES**

Successful candidates will be expected to demonstrate in this role the following organization competencies, but not limited to:

**Quality Service**

Demonstrated ability to see issues from the customer’s perspective, assesses urgency of requests, and responds accordingly.

**Building Relationship / Interpersonal Skills**

Demonstrated ability to develop and maintain positive and cooperative relationships, inside and outside of work group, interacting in a friendly, open, honest, and accepting manner.  Maintains agreed upon levels of confidentiality

**Creative Problem Solving / Strategic Thinking**

Demonstrated ability to provide necessary attention to solve different level problems, often multitasking to solve moderate level problems.

Defines problems, analyzes causes, identifies possible solutions, selects the best solution, and develops action plans.

**Communication**

Demonstrated ability to communicate clearly, correctly, knowledgeably, and effectively both verbally and in writing.

**REQUIRED QUALIFICATIONS**

\*High School diploma or an equivalent combination of education and experience.

\*Minimum of one year of experience working in a telecommunication warehouse and/or other warehouse environment

with an understanding of supply, inventory, and disbursement and shipping procedures

\*Minimum of one year of experience in a related role requiring confidentiality, timeliness, customer service,

organization, prioritization, troubleshooting, and working independently to successfully assist customers

\*Ability to operate an 8,000 lb. capacity fork lift and maneuver large reels of cable, etc.

\*Ability to operate a 2,000 lb. scissor lift for loading onto trailer, transportation, and unloading purposes

\*Experience in using motorized floor jacks to move large amounts of materials and equipment.

\*Ability to assign supplies, specifications, equipment, etc. from work orders, bill of materials and physical blue prints.

\*Good written, oral, and interpersonal communication skills.

\*Familiar with operating a personal computer with knowledge on using network applications, label makers and

bar code readers.

\*Demonstrated ability to resolve problems related to inventory management and customer demand.

\*Ability to assess work activities and proactively prioritize actions to ensure on-time results.

\* Experience driving, loading and un-loading a service truck.

\*Ability to unload, transport, maneuver, and stock telecommunication equipment weighing up to 50lbs onto

shelves, trucks, or to work sites daily. Buildings may be under construction and without elevators.

\*Ability to meet the requirements of driving a U-M vehicle and have a valid driver license with less than 7 points

**DESIRED QUALIFICATIONS**

\*Hi-low driver certification

\*Mobile Scissor-lift certification

\*Knowledge of a Tel-Management inventory system such as Pinnacle Tel-Management Axis-Inventory Module.

\*Knowledge & Understanding of telecommunication terminology.

\*Demonstrated experience using some/all of the following programs and systems: Microsoft Excel, Word, Power

Point, Pinnacle (Axis), Remedy, ServiceLink, Google Mail/Documents.

**WORK SCHEDULES**

* May require occasional overtime, working during non-business hours, and on weekends.
* Punctual, regular, and consistent attendance is required.

**WORK LOCATIONS**

May require travel to various location on and off university campus.

This position may work with and/or support systems that maintain or process sensitive institutional data as defined by university policy. Successful candidates must comply with federal, state and local law and/or university policies or agreements that require the university to implement specific privacy and security safeguards including, but not limited to: ITAR, EAR, HIPAA and FISMA. Responsible for protecting data and information from unauthorized release or from loss, alteration or unauthorized deletion; and, following applicable regulations and instructions regarding access to computerized files, release of data, etc. as stated in a computer access agreement.  
  
Candidate must regularly move throughout the office and building environment, must frequently operate a computer to complete work and tasks and may be required to move equipment weighing up to 50 pounds.

**DIVERSITY, EQUITY AND INCLUSION**The University of Michigan Information and Technology Services seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the diverse people of Michigan, to maintain the excellence of the University and to offer our students richly varied disciplines, perspectives and ways of knowing and learning.

**GO BLUE!**

**Chronicle of Higher Education:** For a 10th straight year, the University of Michigan has been recognized as a great place to work based upon the results of the Chronicle's 2017 "Great Colleges to Work For" survey of faculty and staff. U-M was specifically recognized for outstanding benefits and compensation.  
**WorldatWork Alliance** has named U-M a recipient of the 2017 Seal of Distinction which recognizes strategies and practices that help employees achieve success in work-life effectiveness.   
**Money Magazine** ranks The University of Michigan at No. 3 for "Best Colleges for Your Money." The 2017 rankings looked at 711 colleges and evaluated them on 27 factors within three broad categories: educational quality, affordability and alumni success.

**APPLICATION DEADLINE**Job openings are posted for a minimum of seven calendar days. This job may be removed from posting boards and filled any time after the minimum posting period has ended.  
 **U-M EEO/AA STATEMENT**The University of Michigan is an equal opportunity/affirmative action employer.