

University of Arkansas at Pine Bluff
Vacancy Announcement
Inventory Control Technician

DEPARTMENT: Athletics

Job Summary: The Inventory control Technician is responsible for receiving, recording, maintaining, and distributing inventory and supplies.

DUTIES AND RESPONSIBILITIES

- Processes orders for inventory and maintains information in designated databases.
- Receives incoming freight, supplies, and packages from various vendors.
- Verifies orders and checks condition of items.
- Ensures delivery of materials to requesting department.
- Performs tasks, using standard operating equipment and computer programs to prepare forms, correspondence, reports, and other documents.
- Performs other duties as assigned.

KNOWLEDGES, ABILITIES, AND SKILLS

- Knowledge of general inventory control procedures and equipment.
- Ability to maintain supplies and inventory records.
- Ability to perform basic mathematical computations.
- Ability to operate standard office equipment.

MINIMUM QUALIFICATIONS

The formal education equivalent of a high school diploma; plus one year of experience in inventory control or related area.

SALARY: Grade – C108 State Classification System

Application Process: Qualified individuals must submit an application and resume with the name, address and telephone numbers of three references to:

Human Resources
University of Arkansas at Pine Bluff
1200 N. University Dr., Mail Slot #4942
Pine Bluff, Arkansas 71601

DEADLINE FOR APPLICATIONS: July 02, 2010

Applications accepted Monday thru Friday from 9:00 a.m. to 4:00 p.m.

Applications may be picked up from UAPB Human Resources Office, Room 312 Administration Building. State Applications from the Department of Workforce Services are accepted.

**“UAPB is an Equal Employment/Affirmative Action Employer and full participation
by Women and Minority Groups is encouraged.”**