



INVENTORY CONTROL MANAGER (Equipment Manager)

The University of Arkansas at Pine Bluff, an NCAA Division I (FCS) member of the NCAA and Southwestern Athletic Conference, invites applications for the position of inventory control manager (equipment manager). This position, which reports directly to the director of athletics, is responsible for receiving, recording, maintaining and distributing inventory and supplies for the Department of Athletics. Duties and responsibilities include, but are not limited to, processing orders for inventory and maintaining information in designated databases; receiving incoming freight, supplies and packages from various vendors; verifying orders and checking condition of items; ensuring delivery of materials to requesting area within Athletics; using standard operation equipment and computer programs to prepare forms, correspondence, reports, and other documents; distributing game and practice uniforms, supplies and equipment for athletics teams; and performing other duties as assigned. **Minimum**

Qualifications: A minimum of a high school diploma (college degree preferred), plus at least one year of experience in inventory control, equipment manager or related area.

Salary: Grade C113 – State Pay Plan

Interested individuals must submit an application and resume with the name, address and telephone number of three references to:

Inventory Control Manager Search Committee
c/o Human Resources Department
University of Arkansas at Pine Bluff
1200 N. University Drive, Mail Slot 4942
Pine Bluff, AR 71601

DEADLINE FOR APPLICATIONS: Open until position is filled.

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

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