

The University of Texas at San Antonio

Job Description

Job Title: Assistant Warehouse Manager

Code: 6475

Salary Grade: 57

FLSA Status: Non Exempt

Department/Division: Materials Management

Reports To: Warehouse Manager

Summary

- Function: To assist in providing the supervision and managerial support necessary to operate a large general warehouse facility, as well as the operation of a stores unit.
- Scope: Responsible for assisting the Warehouse Manager in the effective administration and supervision of all warehousing and stores activities to include the receipt, storage, and distribution of equipment, materials, and supplies.

Duties

- Typical:
 1. Oversees the efficient operation of all phases of a store and/or central receiving system.
 2. Prepares stock order, receives, issues, and delivers materials to departmental employees.
 3. Conducts purchases and maintenance of files related to the upkeep of stock levels.
 4. Responsible for verifying accuracy of billing for departments.
 5. Establishes and maintains relationships with vendors and employees.
 6. Provides direction to faculty and staff on departmental and institutional policies and procedures.
 7. Assists with employee training and safety programs.
 8. Maintains complete and accurate records of warehouse activities.
 9. Ensures the security of equipment and materials received and stored.
 10. Supervises and participates in unloading and receiving inventories.
 11. Perform other duties as assigned.
- Periodic:
 1. Assumes responsibility for the unit in the absence of the Warehouse Manager.
 2. Performs annual inventory of stores warehouse.

Education

Required	Preferred
High School Graduation or GED.	N/A

Other Requirements

Required	Preferred
Must have the ability to administer and work cooperatively with all personnel, vendors, freight line workers and the University community.	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
Four years of experience related to warehousing, receiving and general stores.	Similar experience in a college or university setting.

Equipment

Required	Possible
Working knowledge of warehouse materials, handling equipment, personal computer and office machines.	Knowledge of report generating techniques and systems.

Working Conditions

Usual	Special
Usual office and warehouse environments.	Occasional exposure to hazards common in a warehouse including dust and fumes; outside weather conditions.

Supervision

Received	Given
General review for effectiveness and efficiency.	General supervision of assigned personnel.

Accuracy

Extreme accuracy required in the maintenance of records and preparation of reports.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.