

University of Houston – Clear Lake Position Description

Job Title: **Purchasing/Stock Room Clerk**

Job Code: **5733**

Pay Grade: **090**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	
Experience	Ability to learn Purchasing rules and regulations and (1) year Shipping/Receiving experience and/or materials handling and/or warehousing.	
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Maintains inventory of materials, parts and equipment to support Building Maintenance, Custodial Services, Grounds Maintenance, and Systems Operations. Picks up parts and supplies for FMC. Assists with automated inventory and purchasing system. Provides key assists for construction projects.

Duties and responsibilities	% Time
Expedites materials. Receives goods, stock inventory, notifies appropriate personnel of receipt. Delivers supplies to workers locations.	50
Keeps stockroom neat and orderly. Inventories stock room and works with automated inventory system. Provides key assists to contractors. Assists in picking up supplies from vendors.	40
Assists with entering purchase requests and receiving reports into spreadsheet, and files completed purchase requests. Other duties as assigned.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.