

Inventory Associate

Job Code: 6083

Salary Grade: S05

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Responsible for inventory procurement, receiving, maintenance, and distribution within a department, clinic, or college. Prepares inventory expense reports and conducts audits to ensure product matches inventory records. Prepares and files warranty information and files claims on damaged or defective equipment or goods. Evaluates all processes and procedures. May modify the inventory process. May be responsible for any resale processes.

- Monitors inventory levels and sales orders to identify inventory requiring replenishment.
- Monitors and tracks inventory order lead times by product.
- Receives inventory into operations, confirms inventory received is correct and in good condition.
- Electronically formats and transmits orders. Prepares daily, monthly, or annual inventory expense reports.
- Conducts cyclical audits to ensure on-hand product matches inventory records.
- Reconciles all inventory count discrepancies.
- Maintains the inventory stockroom in a neat and orderly fashion. Rotates inventory on shelf to ensure oldest inventory is pulled for use.
- Monitors adequacy of inventory reorder and makes recommendations for items needing adjustment.
- Monitors sales orders scheduled to be worked by technicians and pulls orders as technicians require inventory product.
- Posts inventory sold to appropriate work orders to relieve products from inventory.
- May deliver equipment or inventory to departments or clinics.
- Identifies, tracks, and communicates products eligible for warranty claims and product returns.
- Receives defective or returned goods and determines whether to file a claim or return to stock.
- Prepares and files warranty claims on inventory.
- Receives warranty replacements and adds to inventory stock.
- Monitors equipment orders and receives and verifies completeness of equipment shipments and condition of the equipment.
- Processes and acknowledges receipt of the equipment and forwards invoices for payment processing.
- Evaluates all processes and procedures and suggests improvements to increase efficiency of the operation.
- Continuously improves the organization of required stock.
- May modify the inventory process if needed.
- Provides administrative assistance by answering phones, greeting department visitors, meeting with vendors, and running errands.
- May participate in staff meetings, committees, and special projects.
- May provide information regarding ordering procedures and types of supplies, inventory, and equipment available for use.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: High School diploma or GED.

Experience:

Required: 24 months experience in inventory control and/or material management, procurement or closely related experience.

Certifications or Licenses:

- Valid Oklahoma Driver's License in order to drive University vehicles or ability to obtain within 30 days from hire date.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

Working knowledge of an inventory control system
Ability to prepare reports in a timely manner
Ability to monitor and track shipment of equipment and supplies
Ability to communicate verbally and in writing
Customer service and interpersonal skills



JOB DESCRIPTION

The UNIVERSITY of OKLAHOMA

Working Conditions

Physical:

Stand for prolonged periods. Communicate effectively and listen. Reach, stoop, bend, and walk. Use of a computer and calculator. Lift up to 80 pounds.

Environmental:

Standard Office Environment. Exposure to dust and inclement weather.

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