

Job Description



Job Title:	Chemistry Stores Sales and Inventory Coordinator
Department:	Chemistry
Reports To:	Financial Officer
Jobs Reporting:	None
Salary Grade:	USG 5
Effective Date:	June 1, 2017

Primary Purpose

To provide services to Chemistry and science departments at the University. Keep stock and supply of chemicals and equipment for labs across campus, and sign out stock for research purposes. Chemistry Stores front counter acts as an information and help desk, and provides support for undergraduate Chemistry labs.

Key Accountabilities

Storekeeping

- Track Chemistry Stores inventory and keep storeroom well stocked, restocking the shelves several times a day, and when daily deliveries are made.
- Keep a stock of teaching supplies and first aid supplies for the Chemistry department, keeping track through sign-out which courses are using which supplies. These supplies need are re-ordered and restocked to ensure their availability at all times.
- Count and update inventory numbers throughout the year. Daily checking of inventory quantity accuracy, re-order status and price changes. Each term, and extensive count is performed, led by the coordinator, and any and all problems are recognized and resolved.
- Supervise co-op assisting in front counter operations.

Research Lab Sales

- First contact for processing supply charges to students working in labs, primarily graduate students.
- Ensure the proper information is provided, most importantly up to date 18 digit Unit4 research account numbers.
- In some cases, authorization forms are required from students. This requires familiarity with many different research labs and specific policies they have in place for students working in the lab. Must ensure that these authorization forms are signed by a financial officer, and are kept by coordinator as proof of purchasing permission.
- Provide information on safety requirements and operations at the University. This requires knowledge of laboratory safety protocol, hazards and prevention.

Undergraduate Stock and Sign-out

- Help support undergrad Chemistry labs by holding a stock of glassware for sign-out each term. Ensure the safe return of all borrowed glassware, and restock lockers with missing equipment at the start of each term.
- Prepare lab key-forms for upper year undergrad labs. These allow the department to keep a record of all students and the lockers they are responsible for. This position keeps the stock of keys, and ensures new keys are cut when required.
- Ensure all keys are returned at the end of the term. Collect lost/late locker key fees and maintaining a history of key fee settlements for the term.

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- When a key is not returned, and payment is not made, Coordinator must work with the registrar's office to have the student's account put on hold.
- Track and collect payments for broken lab equipment.

Deliveries to External Departments

- Help protect and assure the safety of staff and students by providing packaging and delivery along with Central Stores to departments far enough to be deemed unsafe walking distances.
- Pack and properly label shipments with SDS and safety information. Buildings deemed "off campus" require special paperwork, which require a signature from the waste facility manager.
- Keep track of orders via email through the week, ensuring the proper information is provided, and the proper supervisors are cc'd on all orders.
- Ensures that all bottle deposits are charged and refunded to the proper accounts immediately as bottles arrive through the week from Central Stores.

Special Services

- Dispensing of liquid nitrogen for local physicians, requiring proper safety measures and special transaction protocol.
- Provide items for sign-out (projectors, laptops, telescopes etc.), recording information of borrowers and ensuring their safe return.
- Keep a stock of DI, distilled and ultra-pure Milli-q waters for dispensing, ensuring there is always a sufficient reservoir.
- Train faculty, staff and students on how to safely dispense liquid nitrogen and dry ice, ensuring proper safety protocol is followed. Change liquid nitrogen tanks when required.
- Act as the fire warden for ESC during fire drills.
- Answer customers who make inquiries not directly related to Chemistry Stores by providing correct contact information or correct location information.
- Provide information daily about Chemistry Stores inventory, especially chemical products, to customers making inquiries. In addition, provide supplier information and sales representative contacts for customers who require products not carried by Chemistry Stores.
- Plan and put together special events for the department (lunches, Christmas party etc.).

Inventory Receiving Activities/Inventory Management:

- On a daily basis, accept deliveries from Central Stores, or directly from the manufacturer, of items ordered for Chemistry Stores.
- Count each product to ensure that everything ordered has been delivered, simultaneously ensuring that the products are correctly denominated in the Chemistry Stores eRPortal database.
- Distribute and store the products in their appropriate physical locations in the Chemistry Stores inventory.

Solvent Dispensing:

- Act as backup for solvent dispensing from drums into Chemistry Stores 2L and 4L bottles.
- Keep track of all dispensed solvents and corresponding barcodes.
- Work to assist safety facility by populating laboratory chemical inventories as bottles are sent out and returned to the Chemistry Stores.

Required Qualifications

If hiring today, what would be the required education, experience, knowledge, skills and abilities?

Education

- Completion of a College diploma required, Bachelor of Science degree preferred, or equivalent education and experience.

Experience

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- 3+ years of experience in a front line customer service or inventory management environment.
- Must have experience handling chemicals and have a broad understanding of chemistry and the sciences along with chemical safety and handling required.
- Experience with asset management software, and point of sales systems.
- Experience using WATcard charge systems an asset.

Knowledge/Skills/Abilities

- Familiarity with inventory management software
- Intermediate Word and Excel along with basic level in Powerpoint.

Nature and Scope

- **Contacts:** Must be able to communicate well with all staff, students and faculty. Requires understanding and patience in order to help determine the needs of the customer.
- **Level of Responsibility:** Oversee all sales, inventory and price accuracy, ensure sales are to the correct accounts and oversee co-op positions.
- **Decision-Making Authority:** Assists inventory manager make changes and decisions, responsible for changes in day to day stores operations.
- **Physical and Sensory Demands:** Long hours of standing during the day, requires the ability to lift heavy boxes and objects. Requires working through many distractions and the ability to multi-task.
- **Working Environment:** Possible exposure to some chemical solvents. Risk of exposure to a wide range of chemicals which could cause injury.