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## Auburn University Job Description

Job Title: **Mgr, Scientific Supply** Grade FM12 \$38,200 - \$57,300  
Job Code: **NC45**  
FLSA status: Exempt  
Job Family: Facilities, Maintenance & Operations  
Job Function:

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### Job Summary

The Manager, Scientific Supply Store oversees the daily operations of the supply store located within the College of Sciences and Mathematics. Responsible for managing and leading staff, ensuring high levels of customer service, maintaining accurate inventory and financial records, and ensuring all safety guidelines are followed.

### Essential Functions

1. Oversees and supervises the daily operation of the store function. Maintains secure POS/credit card equipment and information within guidelines set forth by Auburn University, cash management, COSAM IT and GiftLogic.
2. Provides exceptional customer service to all customers, resolving any issues or complaints promptly and professionally.
3. Oversees and maintains the Scientific Support Store budget to include backup records, balances and accounts according to AU policy. Collaborates with the various departments, financial reporting, and auditors when necessary.
4. Closes out registers daily and submit collection reports. Reports all accounting information to the Chemistry and Biochemistry department chair and accounting personnel.
5. Prepares all necessary financial journal entries to record internal university transactions weekly.
6. Prepares and completes all credit card reconciliation for all purchases monthly.
7. Monitors inventory levels and conducts regular stock checks to ensure accuracy and prevent stock shortages. Oversee physical inventory counts, including pricing, stocking, ordering, and compiling frequently used supplies and equipment lists.
8. Ensures the store is properly stocked with quality scientific supplies and equipment, working closely with suppliers to maintain adequate inventory levels.
9. Ensure all guidelines, processes, and procedures are followed for receiving and handling chemicals in accordance with the AU Chematix chemical inventory system.
10. Implements and enforces store policies and procedures to maintain a safe and secure working environment. Ensures the store and all surroundings are safe and secure.

### Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	High School	High School Diploma or equivalent
<b>Experience (yrs.)</b>	5	Experience in supply and inventory operations.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### **Minimum Required Knowledge**

Knowledge of scientific equipment, purchasing policies, and inventory control procedures.

#### **Certification or Licensure Requirements**

None Required.

#### **Pre-Employment Screening Requirements**

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires walking, sitting, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires standing, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 5/2/2023

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