



DATE: 9/12/2023

<b>TITLE: Supervisor, FP&amp;M Supplies</b>		
<b>HUMAN RESOURCES USE ONLY:</b>	<b>SALARY TABLE: SA</b>	<b>CLASS CODE: SA302</b>
<b>UNION: Staff Association , Local 2071 U.A.W</b>	<b>SALARY GRADE: 12</b>	<b>EEO CODE: 5</b>
<b>JOB GROUPING:</b>	<b>FLSA: Non-Exempt</b>	<b>EMPLOYEE CLASS: SA</b>

**POSITION PURPOSE**

This position provides oversight, prioritization, and supervision of the FP&M Supplies team. The purpose of this position is to manage and procure inventory, for all Wayne State University building needs pertaining to chemicals, plumbing, trades and mechanical needs.

**Essential Functions**

*(Essential functions are the primary duties/major job responsibilities that an employee must be able to perform, with or without reasonable accommodation. The essential functions are listed in order of importance.)*

Provides oversight for the daily operations of the department activities, supervises staff, assigns and monitor department activities, sets priorities, gives work direction and training.	25%
Manages the purchase requisition and purchase order process. Processes inventory sheet transfers. Maintains detailed records for all requisitions, po's, and chemical handling and supplies.	20%
Leads random and scheduled inventory counts. Resolves discrepancies and determines root cause of inaccuracies. Orders and maintains proper stock levels and supply records.	20%
Receives, issues and distributes a variety of materials, equipment and supplies. Inspects and verifies incoming orders and resolves errors and problems in shipment and delivery of products.	10%
Coordinates with personnel and vendors regarding the receipt, processing and shipment of orders. Responds to inquiries and resolves problems.	10%
	10%
Performs other related duties as assigned	5%

**Minimum Qualifications**

**Education** Bachelor's degree

A Bachelor's degree in Supply Chain Management and/or equivalent supervisory and inventory related experience may be considered.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

**Experience**

Requires 2+ years of experience with managing a warehouse, supply chain, and/or procurement for a variety of equipment, chemicals, and/or operations for a vast stock room facility.

**Knowledge, Skills and Abilities**

Inventory management, counts, recordkeeping, invoicing, and requisition/purchase order

Strong attention to detail, a commitment to data accuracy, and the ability to handle confidential information with discretion.

Excellent interpersonal and written communication skills with the ability to effectively engage with a variety of people. Skilled in writing procedures, guidelines and application documentation. Communicates technical and analytical information verbally and in written reports

Knowledge of ERP, version control systems (e.g., git) and ticket management software (e.g., Cherwell). Ability to design, construct, deploy, document, and maintain self-service dashboards (e.g., Power BI) and reports (e.g., Cognos) that address stakeholder needs.

The ability to serve and engage others in a multicultural environment. Demonstrates an openness to change and grow by learning from others.

Willingness to enlist the aid and support of others to accomplish a common task or goal through a collaboration of knowledge and skills.

Ability to produce consistent work and meet established deadlines.

Demonstrates sound moral and ethical principles. Ability to manage and protect confidential information.

**Working Conditions**

Typical office environment.