



Name of Employee: _____

Arkansas Secretary of State Job Description

Authorized Job Title: Business Assistant I
Functional Title: Inventory Specialist
Department: Business Office

Position No.: 22160518
Reports To: Purchasing Manager
FLSA Status: Non-Exempt

Summary: Maintains the inventory of materials and equipment classified as fixed assets as well as low value equipment including items most likely to be taken without approval. Performs annual physical inventory. Receives, tags and disperses incoming inventory items.

Essential Duties and Responsibilities** include the following:
(Other duties may be assigned)

- Maintains an accurate assessment of the inventory through tracking & coordinate with all departments including IT department and County equipment deployment.
- Performs the annual Physical inventory of the SOS inventory.
- Coordinates the disposal of assets through Marketing & Distribution (M & R)
- Coordinates with accounting department in the disposal of surplus goods, trade in's, stolen equipment.
- Receives, tags, notifies all parties of receipt of fixed asset materials and low value inventory. Materials placed in Fas.Gov accounting and inventory portals.
- Assist with yearend reconciliation of inventory. (Disposals, acquisitions of low value inventory and fixed assets)
- Maintains monthly vehicle mileage/log sheets.
- Cross train for mail room, travel arrangements, print bids, office supply replenishment, flag distribution and payables.

Supervisory Responsibilities: No supervisory duties with this job

Qualifications: Knowledge of and experience in computer programs such as Microsoft Word, Excel, PowerPoint and data bases; knowledge of inventory methods; internet research
In addition knowledge of: US Postal Services rules, regulations, rates and documentation mandatory for processing US mail; operation of standard and computerized mail processing equipment would be helpful.

Education/Experience: 2 year associate degree in business or office operations preferred with 2 years of experience working in an office environment. Knowledge of and experience in computer programs such as Microsoft Word, Excel, PowerPoint and data bases; knowledge of inventory methods; internet research
A combination of education and experience may be substituted.

Language Skills: Ability to comprehend instructions given in written, oral or diagram form; compile reports, spreadsheets, graphs; write presentations for review

Mathematical/Reasoning Skills: Ability to perform basic mathematical functions, percentages, interest, and cost analysis. Strong analytical skills required.

Certificates, Licenses, Registrations: Valid driver's license required

Physical Demands: Extended periods seated at computer keyboard using hands and fingers to key information; close vision required. Some duties must be completed while standing; moving heavy items using hand trucks and similar equipment; requires walking between departments and buildings; handling inventory equipment; reaching, kneeling; and occasionally lifting/moving up to 50 pounds.

Work Environment: Busy office environment with noise of phones, printers and other office machines.

**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties