



The University of Texas at San Antonio™

Job Description

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| Job Title: | Assistant Warehouse Manager | Job Family: | |
| Type: | Classified – Non-Exempt | Job Code: | 16475 |
| Department: | Materials Management | Salary Grade: | 57 |
| Reports to: | Warehouse Manager | Created/Revised: | 11/10/2021 |
| Work Modality: | On Campus | | |

Job Summary

Assist in providing the supervision and managerial support necessary to operate a large general warehouse facility, as well as the operation of a stores unit.

Core Responsibilities

1. Responsible for assisting the Warehouse Manager in the effective administration and supervision of all warehousing and stores activities to include the receipt, storage, and distribution of equipment, materials, and supplies.
 2. Oversees the efficient operation of all phases of a store and/or central receiving system.
 3. Prepares stock order, receives, issues, and delivers materials to departmental employees.
 4. Conducts purchases and maintenance of files related to the upkeep of stock levels.
 5. Responsible for verifying accuracy of billing for departments.
 6. Establishes and maintains relationships with vendors and employees.
 7. Provides direction to faculty and staff on departmental and institutional policies and procedures.
 8. Assists with employee training and safety programs.
 9. Maintains complete and accurate records of warehouse activities.
 10. Ensures the security of equipment and materials received and stored.
 11. Supervises and participates in unloading and receiving inventories.
 12. Assumes responsibility for the unit in the absence of the Warehouse Manager.
 13. Performs annual inventory of stores warehouse.
 14. Promote a culture of safety and environmental protection by working in a safe manner; immediately reporting unsafe situations, spills, and accidents; following University safety plans/procedures/protocols; and participating in appropriate safety training.
 15. Demonstrates UTSA core values: Integrity, Excellence, Inclusiveness, Respect, Collaboration, and Innovation.
 16. Performs other duties as assigned.
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Minimum Requirements

Education/Certifications

- High school graduate or equivalent
- Valid Texas Driver's License.

- Criminal background check (CBC) and motor vehicle (MVR) records check.

Experience

- Four years of experience related to warehousing and receiving to include one year of supervisory experience.

Knowledge Skills & Abilities

- Must have the ability to administer and work cooperatively with all personnel, vendors, freight line workers and the University community.
- Working knowledge of warehouse materials, handling equipment, personal computer and office machines.

Core Competencies

*Instructions: Select the appropriate Competency section below based on position. **Options:** Individual Contributor (IC), People Leader (PL), or Executive (Exec). Delete this instructions paragraph, Competency header (IC, PL, or Exec), and other Competency sections not applicable to position.*

Individual Contributor:

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

Working Conditions

Working Environment:

- Usual office and warehouse environments.
- Occasional exposure to hazards common in a warehouse including dust and fumes; outside weather conditions.

Physical Demands:

- Describe any Physical Demands of the Position
 - Position required to drive university vehicle on/off campus.
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