

To enrich education through diversity, The College of New Jersey is an Equal Opportunity Employer and is dedicated to the goal of building a culturally diverse staff committed to teaching and working in a diverse environment, and strongly encourages applications from women, minorities, individuals with disabilities and veterans.

Close Date: March 13, 2025

Job Title: Facilities Inventory Specialist 1

NJ CSC Job Title & Code: 81256-Professional Services Specialist 4F

Job Category: CWA-35 Hour Workweek, Non-Exempt

Class Code: 18

Internal Salary Range: \$54,351.05 - \$76,649.88

External Salary Range: \$54,351.05 - \$61,783.99

The internal salary range is used for applicants who are current NJ state employees with underlying classified status for promotional calculations who meet the requirements below.

The external salary range is used for candidates who are not NJ state employees who meet the requirements below.

Position Summary:

Under the direction of the Senior Director of Building Maintenance, the Facilities Inventory Specialist 1 is responsible for the review, regulations, monitoring, purchasing, and requisitions of materials, equipment, uniforms, and general supplies in accordance with purchasing regulations and department policies and procedures, in addition to the review and management of inventory and stock for facilities shops and departments.

Main Responsibilities:

- Oversee the inventory control of supplies, parts, equipment and products for (9) facilities shops/departments, including but not limited to: Maintain detailed records and information about all items in inventory and report changes in stock/supplies to appropriate shop/department; Ensure successful completion of supply orders in a timely and efficient manner to support the operations of the department; Establish internal inventory procedures to provide communication to all areas on status of inventory and stock; Maintain all documents and records of inventory for supplies & parts in an organized and easily accessible inventory control room.
- Inspect inventory of all supplies, parts, equipment and products from suppliers, including but not limited to: Inspect products upon receipt of delivery to ensure orders are complete as requested by shop/department(s); Inspect products to make sure they are safe and ready for inventory stock; Inspect products upon delivery and take note of any damaged or potentially unusable products; Work with suppliers to return or dispose of defective products according to department and procurement procedures.

- Manage all deliveries of products for facilities department upon arrival, including but not limited to: Main point of contact who will receive and sign for all deliveries of products; Main point of contact for suppliers to make sure shipments/deliveries are scheduled properly, required invoices and supporting documents are received from suppliers and payment of products is properly processed for the products received; Works closely with the Facilities Business Operations Manager in providing proper paperwork (i.e. invoices) in a timely and efficient manner to ensure payment is made to suppliers for products received.
- Responsible for ensuring the inventory of all supplies, parts, equipment, and products for the facilities department remains sufficient and in stock, including but not limited to: Place orders of products when stock gets low, return items that the department no longer needs or ordered by mistake; Meet as needed with shop/department supervisors to find out what products are needed, both short-term and long-term needs.
- Responsible for the inventory management of departmental uniforms, including but not limited to maintaining a professional relationship with the uniform vendor(s); work closely with the TCNJ procurement office for the purchasing of uniforms and ensuring all procedures and protocols are properly followed; oversee the distribution of uniforms to employees; manage the inventory stock of all uniform items; ensure department uniform policy is adhered to; able to manage complex details and tracking of all inventory and maintain clear tracking records; maintain effective communication with direct supervisor on process as required.
- Manage detailed and accurate records of all inventory information. Utilize computer system to maintain an online documented database of inventory; Track and monitor supplies and demands over periods of time; Compile reports on inventory demands and work with shops/departments to utilize more cost-effective ways to purchase in bulk based on needs and operations of the department.
- Partner with other team leaders to create and maintain an inventory control room to support the needs of the shops within the facilities department.
- Other duties as assigned by supervisor or designee.

Required Qualifications:

- High school diploma; Four (4) years of professional experience in processing, storing, shipping, receiving and documentation of inventory for a large corporation.
- Delivers the highest level of customer service to ensure positive relationship between suppliers and TCNJ. Works directly with suppliers to handle and address issues and brings matters to a timely resolution.
- Plans/schedules, and/or attends meetings, training sessions, as necessary.
- Provides documented records, reports and files upon request; ensures that said documents are factual, legible, complete, accurate, and are submitted within a designated timeframe.

- Strong demonstrated knowledge of the Microsoft Office software suite, especially Excel, Word, and PowerPoint, along with knowledge of the college's policies and procedures associated with purchasing, storage, supplies and business operations.
- Strong analytical skills, excellent verbal and written communication skills, advanced computer skills and high level interpersonal skills.

Persons with disabilities may request reasonable accommodations in order to perform the essential functions of the position. If the requested accommodation(s) cannot be made because it would cause the employer undue hardship, the applicant may not be eligible for the position.

Preferred Qualifications:

- Experience working in higher education setting.

Employer Qualifications:

- Final offer of employment is contingent upon the successful completion of a background check and reference checks.
- **Residency Requirement:** In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees in certain positions (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.

About TCNJ

TCNJ is a highly selective institution that has earned national recognition for its commitment to excellence. Founded in 1855, TCNJ has become an exemplar of the best in public higher education and is consistently acknowledged as one of the top comprehensive colleges in the nation. TCNJ currently is ranked as one of the 75 "Most Competitive" schools in the nation by Barron's Profiles of American Colleges and is rated the No. 1 public institution in the northern region of the country by U.S. News & World Report. TCNJ was named the #10 value in public higher education by the Princeton review in 2009 and, in 2006, was awarded a Phi Beta Kappa chapter - an honor shared by less than 10 percent of colleges and universities nationally. A strong liberal arts core forms the foundation for programs offered through TCNJ's seven schools - Arts & Communication; Business; Education; Humanities and Social Sciences; Science; Nursing, Health, and Exercise Science; and Engineering. TCNJ faculty members are teacher-scholars who share a commitment to liberal learning. TCNJ is located within an hour, by train, of New York City and Philadelphia. The College's campus is set on 289 tree-lined acres in suburban Ewing Township and is known for its natural beauty and has 39 major buildings.

Employee Benefits:

As a member of The College of New Jersey Community, you will be a part of an exciting and rewarding public university career. Eligible full-time employees will be able to take advantage of a generous benefits package that includes health, welfare, and retirement benefits, including:

- Comprehensive benefit plans covering medical, dental and prescription plans
- Generous leave entitlements program and Energy Savings Program
- Employee and dependent Tuition Waiver and Reimbursement Program
- Pension, retirement, and deferred compensation plans, group life insurance
- Employee Assistance Program (EAP)
- Employee affinity groups
- [New Jersey State Employee Discount Program](#) (Pet insurance, cell phone plan discounts, discounted amusement park tickets, etc.)
- Access to extensive learning opportunities

To view a comprehensive list of benefits available to employees, visit our [Health Benefits Plans and Programs](#) page to learn more!

Application Instructions

Qualified candidates should apply online at: careers@tcnj.edu and submit a letter of interest, resume (CV), as well as the names and contact information for three professional references. Applications will be considered until a viable candidate is selected.

SAME Applicants

If you are applying under the New Jersey "SAME" program, your supporting documents (Schedule A or B letter), resume (CV), as well as the names and contact information for three professional references by the closing date listed above to: same@tcnj.edu. For more information on the SAME program visit their website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at: 833-691-0404.