Stockroom Coordinator
Duke Kunshan University
Job Description

Position Overview:
The Innovation Building at Duke Kunshan University opened in August, 2019 and houses 13 teaching labs and several research labs. As a member of the laboratory support team for the Innovation Building, this position provides day-to-day support to both the research and teaching labs. Primary areas of responsibility include: receiving and distributing lab chemicals, equipment, and supplies; maintaining a chemical and shared equipment inventory; scheduling shared equipment use by faculty and students, and scheduling shared equipment maintenance and repair according to vendors’ service contracts. The position may involve training of students and/or supervision of student workers.

Reports to:
Director of Environmental Health and Safety

Essential Duties:
● Receive and distribute chemicals, supplies, and equipment directly to purchaser.
● Conduct physical inventory checks and maintain accurate inventory systems.
● Participate in safety inspections and emergency preparedness drills.
● Maintain a stockroom with the adequate levels of shared consumables, chemicals, and other supplies.
● Assist lab managers with ordering shared supplies.
● Schedule use of shared equipment by students and faculty, and serve as a go-to person if the equipment isn’t working.
● Carry out shared equipment inspections and report damage to the appropriate parties and schedule repair.
● Assists lab managers in training students and other personnel in proper care and use of shared equipment.
● Schedule regular maintenance of shared equipment according to the vendors’ service contracts.
● Maintains a library of equipment manuals and vendors’ contact information.
● Performs related duties as required.
● University employees’ job responsibilities will continue to expand in scope and depth as the
University grows in size and complexity in its programs.

**Required Qualifications:**
- Bachelor’s degree in a Natural Science discipline.
- Knowledge of word processing, spreadsheet, and inventory applications.
- Fluent communications in both Mandarin and English.
- Ability to learn about care and use of standard and non-standard laboratory equipment, and to train others.
- Knowledge of standard laboratory equipment care, use and safety is a plus.
- Ability to multitask and work cooperatively with others. Effective verbal and written communication skills.