

**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.