



Shipping and Receiving Clerk Distribution Center

DC/2

JOB SUMMARY

This position is responsible for providing administrative and clerical support for Distribution Center operations.

MAJOR DUTIES

- Inspects and documents shipments received at the Distribution Center.
- Compiles data from purchase orders and bill of lading to record receipt and disbursement of materials on purchase orders.
- Inspects and prepares inventoried equipment for distribution on campus.
- Ensures compliance with first-in/first-out inventory methods.
- Prepares requisitions for purchasing supplies to restock central stores.
- Updates physical inventory annually; prepares and performs central stores inventory biannually.
- Prepares physical equipment inventory for various departments.
- Reconciles central stores requisitions for replacement stock with packing slips.
- Enters information from received purchase orders into software.
- Enters information from central stores requisitions received from other departments and issues stock.
- Loads and unloads freight.
- Picks up and delivers parcels on campus.
- Prepares packages for shipment; maintains shipping service billing reports.
- Assists with emergency management duties as needed.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of shipping and receiving procedures.
- Knowledge of inventory management principles.
- Knowledge of safe work principles.
- Knowledge of college and department policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in the provision of customer services.
- Skill in prioritizing and organizing work.
- Skill in the operation of a forklift.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Distribution Center Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include college and department policies and procedures, the emergency operations handbook, and safe work standards and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative and clerical duties. The need for accuracy contributes to the complexity of the position.
- The purpose of this position is to provide administrative and clerical support for Distribution Center operations. Successful performance helps ensure the efficiency of those operations.

CONTACTS

- Contacts are typically with co-workers, other college employees, students, vendors, delivery personnel, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing or stooping. The employee frequently lifts light and heavy objects.
- The work is typically performed in an office, stockroom or warehouse. The employee is exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.