JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Shipping & Receiving Coordinator

Job Code: 7175

Salary Grade: S07

FLSA Status: Non-Exempt

Job Family: Service/ Crafts/ Trades

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Oversees the receiving, delivery, and storage of various materials. Assists with deliveries of supplies and materials as needed to the hospital. Checks invoices against shipments leaving and coming in. Contacts departments requiring special shipping and requiring special handling. Trouble shoots problem areas. Establishes efficient routes for deliveries or any other assignments assigned by management.

- Communicate with and assist the shipping & receiving tech to deliver all incoming deliveries to correct locations in building in timely and safe manner
- Sorting deliveries including finding correct location for misaddressed items
- Sorting and delivering incoming postal mail, also picking up outgoing mail to be picked up by central mail
- Receiving in and signing for incoming deliveries
- Sort and stage outgoing shipments
- Coordinate incoming deliveries and direct delivery drivers to keep dock open and operable as much as possible
- Assisting with facilities management duties

Minimum Requirements

Education:

Required: High school diploma, GED.

Experience:

Required: 24 months experience working in shipping & receiving.

Required Certifications or Licenses:

none.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Written and verbal communication skills
- Judgment and problem solving skills
- Time organization and urgency
- Ability to work independently and as a team
- Detail oriented
- Ability to multi-task

Working Conditions

Ability to stand and walk for long periods of time. Ability to lift , carry and lower packages weighing up to 80lbs or more. Ability to push and pull carts/pallet jacks with supplies up to a couple hundred pounds.

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