JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Shipping & Receiving Technician Senior

Job Code: 7246

Salary Grade: S05

FLSA Status: Non-Exempt

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

Coordinates and performs shipping and receiving functions following established standards.

- Manages the receipt, storage, issuance and delivery of materials, supplies and equipment.
- Receives, inspects, records, and logs materials into inventory system.
- Accepts and signs for orders.
- Coordinates invoicing statements, inventory counts and various reports.
- Delivers supplies and/or materials using university vehicles, including moving and/or lifting of equipment.
- Coordinates deliveries with University Hauling Services including supervising the loading of materials on to trucks.
- Reviews requests for materials, supplies, equipment and preparing appropriate paperwork
- Monitors shipping materials, processing and storage of incoming shipments, supplies inventory and merchandise returns.
- Assists with planning and evaluation of sorting procedures, delivery schedules and mail routes.
- Maintains filing systems.
- Assists customers with problems or complaints.
- Maintains good working relationships with vendors and service providers.
- May supervise other Shipping and Receiving staff.
- Performs related duties as assigned to successfully fulfill the functions of the position.

Minimum Requirements

Education:

Required: High school diploma or GED.

Experience:

Required: 12 months experience in shipping and receiving.

Required Certifications or Licenses:

· Valid Oklahoma Driver's License in order to drive University vehicles or ability to obtain within 30 days of hire date
· Forklift operator license (may be required or ability to obtain within 30 days of hire date)

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

Knowledge, Skills, and Abilities

· Basic math and computer skills
· Ability to accurately read and understand written materials and instructions
· Detail oriented for accuracy of data and information
· General office skills such as multi-line phone, copying, filing, faxing, and mail
· Highly organized and able to handle multiple projects and deadlines
· Ability to work independently
· Ability to supervise
· Ability to operate a forklift or other moving equipment

Working Conditions

Physical:
Ability to engage in repetitive motion. Lift weight up to 50 lbs. Frequent moving, pulling and carrying of non-uniform objects. Must be able to determine the condition of items by sight.

Environment:
Exposure to extreme temperature changes.

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