Shipping and Receiving Technician III (0709)

Basic Purpose/Job Function: Coordinating and performing shipping and receiving functions following established standards.

Examples of Titles Replaced: Assistant Supervisor, Central Mail Services; Materials Control Specialist; Supervisor, Distribution; Supervisor, OCCE Postal Services; Supervisor, Student Post Office

Typical Functions May Include:
1. Coordinating invoicing statements, inventory counts and various reports
2. Identifying contract maintenance requirements
3. Interviewing vendors concerning products, pricing, service and delivery dates
4. Maintaining good working relationships with vendors and service providers
5. Preparing and distributing a variety of reports
6. Monitoring shipping materials, processing and storage of incoming shipments, supplies inventory and merchandise returns
7. Performing clerical functions such as bookkeeping and word processing
8. Assisting customers with problems or complaints
9. Performing duties of supervisor in his/her absence
10. Approving purchase orders up to a specific amount
11. Performing receiving and shipping tasks as needed
12. Maintaining filing systems
13. Assisting in training and supervising departmental employees
14. Assisting with planning and evaluation of sorting procedures, delivery schedules and mail routes
15. Reviewing requests for materials, supplies, equipment and preparing appropriate paperwork
16. Picking up supplies, equipment and materials using a university vehicle
17. Performing other related duties as assigned

Risk Management: Uses established safety practices to protect the health and safety of personnel and property.

Supervision of Others: May supervise, train and evaluate support staff.

Supervision Received: Determines action to be taken handling all but unusual cases and is expected to function independently after training.

Minimum Qualifications:
- **Education**: High School diploma, GED
- **Experience**: 12 - 24 months  **Type**: Shipping and Receiving; Supervisory
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- **Skills:** Creativity in composing or presenting oral and written communication; ability to perform basic math functions; word processing
- **Special Requirements:** Regular pressure to meet productivity standards; requires bending, stooping, carrying, climbing ladders/stairs, lifting and moving 30 or more pounds; exposure to temperature changes
- **Licenses:** May require valid driver’s license or other licenses as determined by the nature of the job and/or department.
- **Certifications:** Determined by the nature of the job and/or department

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.