

POSITION DESCRIPTION FOR: Shipping/Receiving Assistant, #

1. Core Responsibilities: Prioritize tasks and responsibilities and summarize them below. Please provide **percentages of time** allotted to each particular task or responsibility, making sure that the **total percentage equals 100%**. Please give specific duties and avoid using generalizations or “other duties as assigned.”

50% Works under the direction of the Shipping/Receiving/Fixed Assets Manager in performing the daily activities of the loading dock to include accepting incoming deliveries, inspecting packages for apparent damage, identifying requesting department, researching packages that do not have name or department information, receiving items in Colleague CF module that are accompanied by a College purchase order. Assists with the preparation and labeling of outgoing packages.

- 1) Maintains daily receiving log books and spreadsheets for overnight and priority deliveries.
- 2) Assist in identifying and reporting all incoming hazardous materials to the Health and Safety Coordinator for proper safeguarding and handling.
- 3) Assist in identifying all fixed assets of the College by cost and properly obtaining end locations for each item for Fixed Assets Manager to tag and file.
- 4) Use UPS software to accurately input package details and to insure the proper cost of outgoing packages.
- 5) Create labels and affix to packages.
- 6) Contact appropriate couriers to pick up packages.

20% Assists with Physical Plant administrative functions.

- 1) Assists with the processing of correspondence, requisitions and work order assignments.
- 2) Provide clerical help to answer phones and radio dispatching.
- 3) Assist with filing of documents.

20% Assist in managing the college's Central Supply stockroom.

- 1) Receives and fills requested orders from Central Supply
- 2) Assist in keeping accurate records of available inventory using manual records and spreadsheets
- 3) Assist with periodic inventory counts and end of the year counts.
- 4) Assist in preparing the Central Supply chargeback report and submitting to accounts payable for processing at the end of every month.

10% Assist in the coordination of large deliveries, equipment and furnishings movement with the Physical Plant personnel by arranging for the removal of items which are to be either transferred or discarded and for the delivery and placement of new items.

- 1) Contact departments to insure the proper locations of large deliveries, equipment and furnishings.
- 2) Create work order for Physical Plant to deliver these items.
- 3) Assist in performing physical inventories of fixed assets.
- 4) Assist with the delivery of new vehicles. Inspect, check vin#, and sign paperwork.

2. Education/Knowledge Required: Specify required degrees, experience, special skills and abilities necessary for satisfactory performance.

- High school diploma required.
- Minimum 1 year experience in a shipping /receiving capacity
- Ability to operate manual pallet jack.
- Demonstrated knowledge of Microsoft Office Suites.
- Ability to function under pressure.
- Attention to detail and strong organizational skills required.
- Excellent oral, written and interpersonal communication skills.

3. Supervision: List all position titles reporting directly to this position, full-time or part-time. Include student assistants, temporary, permanent and part-time faculty supervised in a typical semester or year.

- Non-applicable

4. Internal & External Contacts: Identify contacts required within and outside the college, and purpose of contacts. (Example: Contacts vendors for supplies and materials; or meets with tri-county public and private employers to determine training needs)

- Contact with College employees at all levels regarding shipping and receiving, central supply, and fixed assets issues.
- Contact with couriers/shippers for tracking incoming/outgoing packages (i.e., UPS, FedEx)

5. Guidelines/Procedures/Regulations: Identify guidelines, procedures, instructions, regulations and laws within which the position functions. Be specific.

- College Administrative Policies and Procedures
- Procurement Policies and Procedures
- Facilities Policies and Procedures
- State MDE DCTAL Regulations
- Code of Maryland Regulations (COMAR), as applicable
- Annotated Code of Maryland. As applicable

6. Communications: Please describe the written and verbal skills required for the position.

Position requires a high level of communication skills both written and verbal. This position must interface with all college staff and faculty. Position must communicate with shippers/drivers and other outside vendors.

7. Role Complexity:

Position requires good organizational skills to ensure that deadlines are met and tasks are completed in a timely manner. Tasks and priorities change on a daily basis and this position must have the ability to prioritize work in order to meet deadlines. Accuracy in assigned tasks is a high priority.

8. Impact:

The duties of the position can have significant impact on all departmental operations. Communication and coordination associated with the distribution of class materials, hazardous materials, refrigerated specimens, etc, can adversely affect class schedules or outside departmental functions. Inaccurate processing of documents can lead to planning errors.

9. Fiscal Responsibility: Describe the fiscal responsibility. Include total dollars that the position directly controls.

- Not applicable

10. Physical Working Environment: Describe the physical working environment and list any hazardous and toxic substances used in the performance of duties.

- Exposure to hazardous substances
- Prolonged periods of sitting on standing are common
- Works with handling equipment that requires both pushing and pulling of heavy objects on pallet jacks, lifting equipment, etc
- Able to lift up to 70lbs and assist with weights over 70lbs.
- Exposure to prolonged outside temperatures