

Administrative Specialist - Shipping and Receiving

Purpose Statement

The job of Administrative Specialist - Shipping and Receiving is done for the purpose/s of receiving all freight, returning items, and completing proper paperwork and data entry; organizing deliveries/ pickups; and tagging assets when needed.

This job reports to Director of Maintenance and Operations

Essential Functions

- Assigns freight delivery personnel to sites for the purpose of scanning ID tags into appropriate software for inventory tracking.
- Completes final freight processing to include marking freight with final location, affixing asset tags, indicating Purchase Order number on the package, and sending appropriate information to administration for the purpose of finalizing delivery and inventory control measures.
- Coordinates delivery of freight and mail for the purpose of ensuring items are delivered in a timely, accurate, and efficient manner.
- Follows processes for receiving stock and fixed assets for the purpose of following established protocols for inventory control.
- Maintains MSDS (Material Safety Data Sheets) in central receiving for the purpose of ensuring MSDS sheets are available for chemicals, cleaners, and solvents contained in the building.
- Manages custodial supply inventory for the purpose of coordinating deliveries to sites.
- Participates in physical inventories for the purpose of verifying stock and identifying losses.
- Processes purchase orders against received merchandise and invoices for the purpose of ensuring proof of purchase, inventory control, and processing for proper payment.
- Receives and logs all deliveries for the purpose of ensuring items are not damaged, orders are accurate, and match the purchase order.
- Utilizes appropriate software for the purpose of revising, retrieving or deleting orders.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in warehouse/delivery activities; preparing and maintaining accurate records; and operating standard office equipment including using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; and materials handling procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; adapting to changing work priorities; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Certificates and Licenses

Forklift Certificate
Valid Driver's License

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Background Clearance
10 Year Motor Vehicle Record

FLSA Status

Non Exempt

Approval Date

6/25/2018

Salary Grade

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