

TITLE: <u>Shipping and Receiving Coordinator</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA437</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>9</u>	EEO CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E- CLASS: <u>SA</u>

POSITION PURPOSE

Coordinate, oversee and participate in receipt, inspection, delivery, verification and records maintenance of a large volume of varied research, instructional and office materials and supplies in a central shipping and receiving area of the University. Perform procedural work routines serving as unit work leader ensuring prompt and efficient receipt and shipment of goods University-wide.

ESSENTIAL JOB FUNCTIONS

- Serve as resource contacting outside vendor representatives, University requisitioners, Buyers and shipping and receiving personnel regarding status of anticipated orders and delivery; investigate long standing problems, discrepancies, shortages, breakages and incorrect shipments; obtain pricing information, answer questions and troubleshoot and resolve problems concerning shipping, receiving and purchase order procedures and special delivery needs.
- Oversee the shipments of supplies and materials via United Parcel System, Air Freight, Federal Express, common carrier and other foreign and domestic shipping services. Maintain contact with University personnel, vendors, freight companies, manufacturers and carriers. Expedite special shipments and recommend appropriate carrier.
- Serve as unit work leader. Act in the absence of supervisor. Provide functional supervision to a large number (7-10) of store clerks, students and part-time technician support personnel. Assign, monitor and review work activities. Train in appropriate package processing methods and procedures; resolve problems and answer questions as they arise. Assist in monitoring overall department activities to ensure adherence to established policies and procedures.
- Collect data and prepare productivity and workflow reports on department operations and services. Maintain documentation for billing and vendor payment and for identification of assets for the Asset Inventory Management System. Review all processed documents to control errors and incorrect data.
- Participate in receipt, inspection and verification of all incoming materials, equipment and supplies, i.e., perishables, chemicals, office forms, etc. to determine condition and completeness of purchase order. Check packing slips against purchase order to verify correct consignment address, count, commodity and condition.

- Participate in delivery of all materials, equipment and supplies to designated areas throughout the University; create, maintain and authorize proof of delivery document for purpose of vendor payment. Operate motor vehicles and power assisted material handling equipment, e.g. hi-lo, dolly, cart, hand truck.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification level is designed to coordinate, oversee and participate in procedural work routines handling, shipping and receiving a large volume of research, instructional and office materials, equipment and supplies for the University at large. The incumbent is expected to serve as work leader and act in the absence of the supervisor. Work activities are semi-routine requiring the incumbent to adjust to possible changing working conditions by choosing the most appropriate procedure or precedent to follow. Functional supervision is exercised over a large number (7-10) of store clerks, students and temporary technician support personnel. The incumbent is expected to have strong communication skills; knowledge of package processing and materials handling and keen attention to detail. This classification is generally located in a central receiving area in a School, College or Division of the University. This classification reports to and receives work direction from a management/supervisor level position.

MINIMUM QUALIFICATIONS

- High school graduate or an equivalent combination of education and/or experience.
- Considerable knowledge of shipping, receiving and storekeeping practices and procedures.
- Considerable knowledge of University policies and procedures.
- Considerable knowledge of services provided by various carriers.
- Strong oral and/or written communication skills.
- Possession and maintenance of a valid Michigan vehicle operators license is necessary.
- Considerable knowledge of and experience operating power assisted material handling equipment, e.g. hi-lo, forklift, etc.
- Ability to transport and place medium weight objects in appropriate locations in order to receive and process shipments.
- Some supervisory experience.
- Strong organizational and problem solving skills; keen attention to detail.
- Considerable knowledge of various University locations.
- Typically, incumbents have held positions either working in a warehouse, central receiving area or as a Materials Controller, Storekeeper or Supplies Clerk.