

MASTER SPECIFICATION

JOB INFORMATION

Date:	9/19/2017 3:16:21 PM
Official Title:	Shipping and Receiving Assistant Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 2
Scheduled Hours	
Job Code:	753834
Job Family:	Warehousing

JOB SUMMARY

The Shipping and Receiving Assistant receives, sorts, records, stores, and issues a variety of supplies, equipment and other related items to support the operations of an institution's warehouse.

NATURE OF WORK

The Shipping and Receiving Assistant is responsible for performing a variety of shipping and receiving tasks such as receiving, inspecting and distributing supplies and equipment to various institutional departments and/or facilities. This position performs a relatively small number of tasks/duties by selecting correct processes from clearly prescribed rules and specific instructions. Job responsibilities require basic computer and math skills, as well as the ability to follow both oral and written directions. Work is performed under immediate supervision, and consists of tasks that are routine, or well-defined, with specific instructions to achieve standards. Decisions are limited to application of standardized or accepted practices and errors could result in some costs and inconveniences within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

- Receives and counts stock items, and records appropriate data manually or using computer.
- Packs and unpacks items to be stocked on shelves in stockrooms, warehouses, or storage yards.
- Verifies inventory computations by comparing them to physical counts of stock, and investigates discrepancies or adjusts errors.
- Stores items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.
- Marks stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
- Cleans and maintains supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations.
- Keeps records on the use and/or damage of stock or stock handling equipment.
- Prepares and maintains records and reports of inventories, price lists, shortages, shipments, expenditures, and goods used or issued.
- Compiles, reviews, and maintains data from contracts, purchase orders, requisitions, and other documents in order to assess supply needs.
- Performs other job related duties as assigned.

Additional Responsibilities

- May use pallet jacks, forklifts and other delivery equipment or vehicles.
- Performs other functions as required or assigned. Also complies with all Policies and Standards.*

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level	Field of Study	Req	Pref	And/Or

High school diploma or GED		X		
Work Experience				
<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
Minimum 6 months	Warehouse experience	X		
Licenses and Certifications				
<i>License or Certification</i>	<i>Time Frame</i>	<i>Req</i>	<i>Pref</i>	
Current driver's license		X		