

## Job Description

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<b>Job Title:</b>	Receiving Coordinator
<b>Department:</b>	Central Stores
<b>Reports To:</b>	Manager, Central Stores
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 5
<b>Effective Date:</b>	August 2019

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### **Primary Purpose**

The Receiving Coordinator will receive, inspect and process all inbound shipments arriving on campus using a variety of material handling equipment.

### **Key Accountabilities**

<p><b>Receiving</b></p> <ul style="list-style-type: none"> <li>• Receives product from all couriers and large truck freight.</li> <li>• Unloads product using all the material handling equipment at their disposal.</li> <li>• Use various systems to process, label and allocate items for distribution on campus</li> <li>• Establishes and maintains strong partnerships and relationships with vendors and units throughout the university and the affiliated colleges to process and track inbound shipments.</li> </ul>
<p><b>Dispatch</b></p> <ul style="list-style-type: none"> <li>• Processes requests for pickup of on campus mail, e-waste requests, confidential shredding and paper recycling.</li> <li>• Dispatches these requests to the appropriate mail runs.</li> </ul>
<p><b>Palm Scanner Maintenance</b></p> <ul style="list-style-type: none"> <li>• Responsible for the maintenance of Central Stores palm scanners. This includes cleaning and resolving minor tech issues.</li> <li>• Helps to resolve larger issues by working with Information Systems Technology and the receiving system vendor.</li> </ul>
<p><b>Warehouse Organization</b></p> <ul style="list-style-type: none"> <li>• Assists with the maintenance of an organized and safe work area including the receiving docks, van loading and unloading area and the freight staging areas.</li> </ul>
<p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>• Commits to professional and exceptional customer service</li> <li>• Ensures all customer inquiries are handled in a professional and timely manner and when customers are redirected to another staff, ensure customer is not left without service</li> <li>• Oversees the storage and distribution of specialty items for the university community.</li> </ul>
<p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>• Provides coverage or additional support in other areas as required, in accordance with the Department's business needs.</li> <li>• Performs other duties and assists with special projects, as assigned.</li> </ul>

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

## Required Qualifications

<b>Education</b> <ul style="list-style-type: none"><li>• Post-secondary degree or diploma or equivalent education and experience</li><li>• Valid G license and clean driver's abstract</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• 3+ years in a high volume material handling environment</li><li>• Demonstrated receiving experience</li><li>• Lift truck experience is preferred</li></ul>
<b>Knowledge/Skills/Abilities</b> <ul style="list-style-type: none"><li>• Proficiency in MS Word and Excel and third party receiving software</li><li>• Excellent written and verbal communication skills</li><li>• Strong interpersonal and relationship-building skills</li><li>• Excellent organizational skills with the ability to prioritize</li><li>• Demonstrated ability to lift up to 75 lbs manually and up to 5000 pounds using material handling equipment provided</li><li>• Demonstrated ability to stand for long periods of time and perform repetitive lifting as needed</li></ul>

## Nature and Scope

- **Contacts:** Provides quality customer service to faculty, staff and students. Able to deal with constantly changing customer and driver concerns.
- **Level of Responsibility:** Responsible for high levels of accuracy, and working within customer and business unit timelines.
- **Decision-Making Authority:** Position requires the ability to work independently. Must be able to prioritize various shipments to facilitate delivery.
- **Physical and Sensory Demands:** Capable of lifting up to 75 lbs manually and up to 5000 pounds using material handling equipment provided. The position involves a variety of standing, sitting and repetitive lifting. Able to process information and product accurately and efficiently while dealing with customer and co-worker requests.
- **Working Environment:** Warehouse based position with daily exposure to the elements in all seasons.