

## Job Description

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<b>Job Title:</b>	Moving & Storage Coordinator
<b>Department:</b>	Central Stores
<b>Reports To:</b>	Manager, Central Stores
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 6
<b>Effective Date:</b>	August 2019

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### **Primary Purpose**

The Moving & Storage Coordinator is responsible for the coordination of large freight deliveries and pickups, event setups, inter-office moves, e-waste and large shredding pickups for the entire campus.

### **Key Accountabilities**

#### **Moving Services and Event Set up**

- Schedules all campus moves.
- Takes the lead role in all large or complicated moves.
- Coordinate major event setups on campus such as exams, convocation and various conferences.
- Schedules any applicable overtime for setups and moves and assigns duties to the setup team.
- Meets with various campus members to provide input on event setups or large moves to minimize issues.

#### **Freight Delivery**

- Sets out daily delivery schedules for the truck drivers to provide reliable and efficient delivery of freight on campus.
- Takes the lead on oversized and complicated delivery scenarios.
- Provides functional direction to the Truck Drivers in all aspects of delivery, moves, set up and general material handling

#### **Used Product Handling, E-waste and Confidential Shredding**

- Schedules all large surplus, e-waste and shredding pickups.
- Oversees Central Stores confidential shredding process and allocates staff to operate the industrial shredder.

#### **Bauer Warehouse**

- Oversees the University's temporary storage facility – handle storage requests which includes reviewing the request, and coordinate retrieval of the goods and arranges for delivery back to campus.
- Ongoing review of goods in storage for disposal within the defined period
- Approves storage requests and returns back on campus.
- Responsible for general safety and cleanliness of the facility.

#### **Customer Service**

- Commits to professional and exceptional customer service
- 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

#### **Other Duties**

- Provides coverage or additional support in other areas as required, in accordance with the Department's business needs.

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- Performs other duties and assists with special projects, as assigned.

*\*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**

#### **Education**

- Post-secondary degree/diploma in a related field or equivalent education and experience
- Valid G license and a clean driver's abstract

#### **Experience**

- 5 years of experience in a material handling environment, including demonstrated leadership experience providing functional direction and mentoring others
- Demonstrated lift truck experience

#### **Knowledge/Skills/Abilities**

- Proficiency in computer applications such as MS Word and Excel
- Excellent written and verbal communication skills
- Strong interpersonal and relationship-building skills
- Excellent organizational skills with the ability to prioritize
- Demonstrated ability to lift up to 100 pounds manually and up to 5000 pounds with material handling equipment

### **Nature and Scope**

- **Contacts:** Frequent interaction with all levels of the campus community. The incumbent maintains excellent relationships with customers (staff, faculty, and students) to ensure positive positioning for the department. The incumbent also consults and coordinates with an external moving company and external contractors as needed.
- **Level of Responsibility:** Provides functional direction to truck drivers. Trains new workers to ensure safety procedures are being followed.
- **Decision-Making Authority:** Delegates workloads, plan moves, prioritize deliveries based on customer and business unit timelines. This position is expected to work independently, and has decision making authority for the items outlined above
- **Physical and Sensory Demands:** Will be required to lift up to 100 pounds manually and up to 5000 pounds with material handling equipment. Must have a high attention to detail and safety.
- **Working Environment:** This position requires both office work and exposure to the elements, as well as weekend and evening hours.