

Job Description

Job Title:	UW Shipping Coordinator
Department:	Central Stores
Reports To:	Manager, Central Stores
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	January 2021

Primary Purpose

The UW Shipping Coordinator in Central Stores schedules shipping and freight operations, including warehouse organization and creating proper and detailed shipping documentation. This position works with warehouse and freight team to ensure customer satisfaction.

Key Accountabilities

Outbound Shipping

- Processes 75-500 pieces per day of a wide range of product for pickup by multiple courier companies daily. These include high value items, dangerous goods, chemicals, research and printed material, along with Domestic and International shipments.
- Oversee and participate with large volume single injection shipping opportunities.
- Ensures proper documentation and paperwork (Custom Invoices, B13 form, TSCA form, Video Declarations) are filled out with each shipment.
- Ensures goods are properly packaged and labelled to meet regulated shipping standards.
- Processes dangerous goods shipments.
- Selects the appropriate mode of transportation that is the most suitable depending on the University needs. Actively searches for best rates possible. Able to select companies based on rates and service from a predetermined list.
- Quotes and advises customers on shipping rates
- Annually reviews carrier/courier companies to negotiate and determine the best rates and service for inbound and outbound shipments
- Follows appropriate guidelines, policies and relevant legislation to ensure the safe handling and transportation of products/materials.

Satellite Shipping Stations

- Oversees and maintains satellite shipping stations (Print & Retail Solutions, Canadian Math Competition, Distance Education, Chemistry and Optometry).
- Ensures satellite shipping stations have the proper supplies and training in order to process shipments on behalf of the University.
- Ensures satellite shipping stations shipments are complete and the packages are properly labelled.

Key Holder

- Responsible for the end of day secure shutdown of the Central Stores warehouse.
- Ensures all route key rings have been returned and are secured daily.

Job Description



**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 <ul style="list-style-type: none">• Post-secondary degree or diploma or equivalent education and experience• Dangerous Goods Certification Ground and Air - IATA and TDG• Valid G License and clean driver's abstract
Experience <ul style="list-style-type: none">• 5 years in a material handling facility with demonstrated shipping and lift truck experience
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Proficiency in MS Word and Excel and third party shipping software• Excellent written and verbal communication skills• Strong interpersonal and relationship-building skills• Excellent organizational skills with the ability to prioritize• Knowledge and ability to follow applicable health and safety procedures, instructions, and directives• Demonstrated ability to lift 75 pounds manually and up to 5000 pounds using material handling equipment.

Nature and Scope

- **Contacts:** The incumbent interacts with internal customers at all levels in the university, as well as external courier and packaging companies. The incumbent also works in collaboration with the Finance and Procurement departments at the university, the Ministry of Transport, ICC Compliance Center, and various company owners. Must provide a high level of customer service.
- **Level of Responsibility:** Responsible for high levels of accuracy and working within customer and business unit timelines. Ensure safe handling and transportation of dangerous goods.
- **Decision-Making Authority:** This position has to work independently and must prioritize workload to facilitate outbound shipments. Solves daily shipment issues
- **Physical and Sensory Demands:** Requires a high attention to detail. Will be required to lift 75 pounds manually and up to 5000 pounds using material handling equipment.
- **Working Environment:** This position is warehouse based with some exposure to the elements when loading or unloading trucks. The position requires working outside of regular work hours. 24-hour on-call for dangerous goods shipments. Works extended hours or days during peak processing times specifically for Satellite Shipping Stations