

TITLE: Shipping and Receiving Clerk
SECTION: Central Receiving
REPORTS TO: Assistant Secretary-Treasurer

SUMMARY:

Under the general supervision of the Assistant Secretary-Treasurer, provides clerical and warehousing services to Central Receiving following established methods and procedures.

DUTIES:

1. Requisition entry and processes of Purchase Orders.
2. Receives shipments of equipment and materials which may include materials defined as hazardous, verifies shipments to orders, inspects for damage and shelves the goods prior to distribution, following established procedures and practices.
3. Enters all purchase order receipts into the District on-line computer system.
4. Contacts suppliers regarding discrepancies in orders and expedites outstanding materials.
5. Responds to inquiries on orders, back orders and shortages.
6. Contacts Couriers and arranges shipping for outgoing packages.
7. Receives and directs damaged or broken school equipment to appropriate repair centre, or arranges disposal.
8. Issues equipment and materials to District facilities and ensures prompt shipment of backorders. Maintains and ships warehouse store.
9. Issues and applies bar code labels, assigns commodity codes, and etches equipment for the Asset Management System.
10. Enters equipment received, repaired or disposed of information into the Asset Management system.
11. Liaises with Accounting Department with respect to invoices and purchase orders.
12. Assists in loading, unloading and handling of equipment and materials, utilizing strapping machine, a pallet jack, forklift, stacker and/or ladder.
13. Sorts District inter-office mail for distribution.
14. Performs transient and emergent back-up duties to the Buyer.

15. Operates standard office equipment and a bar coder, and provides first-line maintenance as required.
16. May, on occasion, be required to perform other job-related duties as assigned.

QUALIFICATIONS:

Education - the applicant must have completed

- Grade 12
- Supplemented by successful completion of courses in secretarial training, which includes an introduction to accounting, of a duration of up to 12 months or one year warehousing experience.

Skills - the applicant must have

- Intermediate computer skills.

Experience - the applicant must have

- Experience in a clerical position for a period of greater than 3 months.

Other - the applicant must

- Be able to follow established methods and procedures but exercise independent judgment when necessary.
- Be physically capable of performing the job duties.
- Show tact and courtesy in dealing with people in the course of his/her duties.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties.

APPENDIX G

JOB EVALUATION

COVERING

SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)
(EMPLOYER)

AND

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5101

ADVICE OF RATING

EMPLOYEE NAME:	
JOB TITLE:	13 – Shipping and Receiving Clerk
LOCATION:	Resource Centre
EFFECTIVE DATE:	

This is to advise that the rating for the job to which you have been appointed is as follows:

JOB RATING

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	4	3	2	3	4	4	2	3	1	2	3
Total Points	282										

RATING CLASSIFICATION: LEVEL	10
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