

Receiver and Shipper

Department:	Facilities - Skilled Trades	Competition #:	22-SS-30
Campus:	South - Windsor	Classification:	Support Staff
Posting Type:	Internal /External	Pay band:	D
Status:	Full-Time	Hourly Rate:	\$24.38 to \$28.24
Position Testing:	No	Hours Per Week:	40 Hrs./Wk. <i>Monday to Friday, 7:30am- 4:00pm</i>
Clerical Testing:	Yes		
Start Date:	Monday, July 18 th 2022	Closing Date:	Monday, July 4 th , 2022 at 4:30pm

St. Clair College is seeking an experienced and motivated professional who shares our commitment to quality and student success.

POSITION SUMMARY:

To receive, sort; distribute all incoming shipments that are essential for the daily College business. To receive and ship all outgoing product. To ensure all documents including bills of lading and shipping paperwork is complete per College and Regulatory standards. Provide accurate records for the appropriate departments.

CORE DUTIES & RESPONSIBILITIES:

- Prepares destinations of deliveries, updating files, makes deliveries, and obtains signatures. **40%**
- Assists physically with unloading trucks. **45%**
- Checks purchase orders against packing slips
- Visually inspects materials for damage before signing for goods.
- Maintains back up files and sends copies to appropriate departments.
- Prepares paperwork for shipping, postage, insurance.
- Answers phone
- Maintains a clean work area
- Performs other duties as assigned **15%**
- Ensures receiving is secured
- Writing up courier mail using proper forms and code numbers. Keeps records of all transactions.

MINIMUM QUALIFICATIONS (SKILLS REQUIRED):

EDUCATION

The ideal candidate must have a 1-year certificate and/or applicable education or experience.

EXPERIENCE

A minimum of 1 (one) year in shipping and receiving environment and/or applicable education or experience.

ANALYSIS & PROBLEM SOLVING

- Performs Receiving duties including review of paperwork, verifying shipments, checking for damage, and signing off on acceptance.
- Prepares and delivers received goods for to required destinations, ensuring sign off of receipt.
- Perform other duties as assigned; ensure Receiving is secured.

PLANNING/COORDINATING

- Planning to complete associated Receiving paperwork.
- Planning to conduct follow-up on outstanding items; resolve routine problems.

Please forward your resume quoting the competition # by online application at <https://www.stclaircollege.ca/careers/apply>. This link includes those who have worked for the College within 1 year of this posting. Resumes must be received prior to the closing date and time.

All active internal applicants MUST apply through the St. Clair College online application system: <https://intranet.stclaircollege.ca/human-resources/job-application-form.html>

St. Clair College is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require an accommodation, please contact Human Resources.