

Receiver and Shipper (Clerk Supply)

Department:	Safety, Security, & Facilities Management	Competition #:	24-SS-25
Campus:	South – Windsor	Classification:	Support Staff
Posting Type:	Internal/External	Payband:	D
Status:	Appendix D – until January 31, 2025, with possibility to extend	Hourly Rate:	\$26.77 - \$31.01
Position Testing:	Yes	Hours Per Week:	40
Clerical Testing:	No		
Start Date:	Monday, December 2, 2024	Closing Date:	Monday, November 25, 2024 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, and distribute all incoming shipments that are essential for the daily College business. To distribute all inter-department mail. To receive and ship all outgoing shipments. To provide accurate records for the appropriate departments. Act as security for the Ministry's investment.

CORE DUTIES & RESPONSIBILITIES

From 9:00am to 12:00pm & 12:30pm to 2:00pm

45%

- Assists physically with unloading trucks.
- 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

From 7:30am to 9:00am & 2:00p.m. to 4:00 p.m.

40%

- Prepares destinations of deliveries, updating files, makes deliveries and obtains signatures.

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

EDUCATION

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

EXPERIENCE

The ideal candidate must possess a minimum of 1 year in shipping and receiving, mailroom, and Central Stores environment and/or applicable education or experience.

ANALYSIS & PROBLEM SOLVING

- Performs Receiving duties
- Prepares received goods for delivery to destinations

PLANNING/COORDINATING

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

In order to be considered, internal applicants must be in good standing as defined in the College's Recruitment & Selection Policy.

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>

Candidates with non-North American credentials must provide a [World Education Services \(WES\)](#) evaluation confirming the Canadian equivalency of the credentials. Candidates who have non-North American credentials who have not yet been assessed as indicated above are expected to make application to [WES](#). Offers of employment require a completed evaluation from [WES](#).

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.