Saint Michael's College
Job Description

Job Title: Assistant Shipping and Receiving Specialist

Department: Auxiliary Services

Supervisor or Manager: Shipping and Receiving Supervisor

Date Created: 5/5/05      Last Revised: 5/5/05      FLSA Status: NE

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
- Goods are received and delivered in a timely manner
- Order information is entered efficiently and accurately into Datatel system
- Other departments are assisted with special orders and projects as needed
- Warehouse is neat, organized and inventory is properly accounted for

Essential Duties and Responsibilities:
- Receives and processes UPS, freight and Federal Express deliveries, approximately 150 pieces per day
- Delivers copy paper three to four times per week to departments or as needed
- Enters order information in Datatel system and files completed orders
- Picks up/delivers mail and special orders for all departments
- Prepares all aspects of bulk mailing per indicia permit, averaging 5-15 per month
- Answers and responds to all phone calls to the department
- Completes daily inventory and organizes warehouse

Secondary Responsibilities:
- Receives, delivers and ships all books for Bookstore every semester
- Delivers special Bookstore orders for various departments
- Helps Special Events with set up as needed and handles seasonal setups for new dorms
- Assists Student Activities with large shipments of care packages during the semester
- Assists Physical Plant with large jobs such as moving mattresses, furniture, salt, used computers, etc.
- Delivers and loads all supplies for Custodial department (downstairs)

Positions Supervised: 
- None

Major Contacts:
- Shipping and Receiving Supervisor
- Bookstore
- Print shop
- Physical Plant
- Special Events
- Health Services
- Students

Demonstrates Excellence:
- Consistently delivers courteous and professional service, going above and beyond expectations
- Works closely and collaboratively with other departments as needed
- Maintains great working relationships with members of other departments
- Approaches data entry and inventory tasks with utmost attention to detail
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**Education and Work Experience:**
- High school diploma plus some post-secondary education, work experience, or specialized training

**Analytic Skills:**
- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

**Language and Literacy Skills:**
- Reads and understands basic instructions. Conversational skills including responding to supervisors and co-workers as needed to ask questions, provide information, seek direction and plan work. Some writing is required for position.

**Computer/Technology Skills:**

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**Licenses, Certifications and Other Requirements:**
- Valid forklift certification

**Physical Demands:**
Work is often performed in a typical non-office environment requiring:
- Standing and/or walking for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Basic agility for lifting and maneuvering large amounts of weight
- Communication skills using the written and/or spoken word
- Vision sufficient to see objects within normal parameters, peripherally and at a distance
- A great deal of physical effort, often required to balance, stoop, kneel, crouch or crawl
- Some degree of exposure to physical risk

While performing the duties of Assistant Shipping and Receiving Specialist, the employee is regularly required to lift and/or move 51-100 pounds and occasionally more than 100 lbs.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**
- Hazardous material training
- Driver safety training
- Forklift endorsement renewal every two years

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.