Saint Michael’s College
Job Description

Job Title: Shipping and Receiving Supervisor

Department: Auxiliary Services

Supervisor or Manager: Director of Purchasing and Auxiliary Services

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:**
- Shipping and Receiving employee(s) and their duties are supervised appropriately
- Work flow of Shipping and Receiving is coordinated efficiently and the department runs smoothly
- 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:**
- Assigns tasks to department member(s) and oversees the completion of work for the department daily
- Performs a variety of administrative duties related to efficient supervision of the department
- Receives and processes UPS, freight and Federal Express deliveries, approximately 150 pieces per day
- Enters order information in Datatel system and files completed orders
- Picks up/delivers mail and special orders for all departments
- Delivers copy paper three to four times per week to departments or as needed
- 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:**
- Assistant Shipping and Receiving Specialist

**Major Contacts:**
- Assistant Shipping and Receiving Specialist
- Director of Purchasing and Auxiliary Services
- Bookstore
- Print shop
- Physical Plant
- Special Events
- Health Services
- Students
Demonstrates Excellence:
- Motivates staff to be highly efficient and successful at completing department tasks and goals
- Provides an atmosphere of friendliness, openness and collaboration with other departments
- Consistently delivers courteous and professional service, going above and beyond expectations
- Fosters great working relationships with members of other departments
- Maintains data entry and inventory with utmost attention to detail

Education and Work Experience:
- High school diploma plus some post-secondary education, work experience, or specialized training
- Previous supervisory experience helpful

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 Shipping and Receiving Supervisor, 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.
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Additional Requirements for the Job:
• Hazardous material training
• Driver safety training
• Forklift endorsement renewal every two years
• Occasional supervisory skills building training/exercises as needed

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.