

SHIPPING AND RECEIVING COORDINATOR VI
New Hanover County Schools

Job Description

Class: **Classified**
Division: **Finance**
Dept: **Purchasing**

TITLE: **Shipping and Receiving Coordinator VI**

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Knowledge of methods used in maintaining warehouse operations preferred.
Experience using Microsoft Word, Excel and Tyler Munis.
3. Valid North Carolina driver's license.
4. Other qualifications as the board and superintendent may deem appropriate.

REPORTS TO: **Director of Purchasing**

JOB GOAL: To assist with the efficient operation of the central warehouse for the New Hanover County School System.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school system purchasing.
2. Responsible for coordinating all warehouse orders for schools/departments including Print Shop, Science Kits, Custodial Supplies, Surplus and regular items purchased via PO; Coordinate any returns with vendors.
3. Coordinate the loading and unloading of all delivery trucks at the warehouse and school/department sites; pick-up and deliver shipments containing textbooks, computers, equipment, surplus property and supplies for all schools/departments.
4. Maintain receiving log of all freight received from local companies and freight carriers; assist with preparing delivery log for school mail.
5. Assist with counting, receiving and signing for all incoming freight from all carriers. Coordinate the assignment of packages to the correct delivery routes.
6. Maintain purchase order file and follow up on warehouse inventory stock orders with vendors.

7. Handle all shipment discrepancies through coordination with schools, departments, warehouse drivers and purchasing office administration. Assist with warehouse organization of inventory items and filling orders.
8. Process and distribute all incoming department mail; assist with preparation of bulk mailings and freight carrier shipments for all schools and departments.
9. Process and key inventory receiving for warehouse orders and maintain accurate files.
10. Maintain adequate supply of shipping cartons and supplies; keep warehouse tools organized and secure.
11. Keep records of delivery mileage and coordinate preventive maintenance checkups with the Transportation Department for all Purchasing vehicles.
12. Prepare freight carrier shipments for all school and departments; notify warehouse manager of any shipping and receiving problems.
13. Check in state textbook orders; fill textbook orders for schools.
14. Ensure shelves are stocked in accordance with current procedures. Assist with inventory counts as required.
15. Check warehouse for compliance with fire and safety regulations; check custodian's housekeeping in the warehouse.
16. Coordinate schedule with vendors for deliveries which require special attention such as delivery of live materials.
17. Operate material handling equipment including a forklift, pallet wrapping machine, electronic pallet jacks, etc. Assist with annual forklift training for 60 plus users.
18. Coordinate the assignment of Fixed Asset tags for all Technology items. Tag all fixed assets that come into the warehouse for all school/departments. Coordinate the information with Finance for recording in FAS. Dispose of assets in Munis after Surplus Auctions are complete, assisting the Warehouse Manager.
19. Assist Warehouse Manager with warehouse operations.
20. Research items received without a PO on file by coordination with schools/departments, warehouse drivers and purchasing office.
21. Strives to maintain and improve professional competence. Participates in the development and support of the broad school/department vision.
22. Perform other related duties as requested by Director or Manager.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 67

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Physical ability and dexterity to perform duties and responsibilities of the job.
- Ability to communicate both orally and in writing with persons at all levels.
- Ability to follow broad verbal and written instructions.
- Ability to perform job with speed and accuracy including data entry and inventory counts.
- Ability to lift up to 60 pounds.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.