Job Title: Receiving and Distribution Manager  
Job Code: 31117

**JOB SUMMARY**

The Receiving and Distribution Manager is responsible for developing and maintaining policies, procedures and systems regarding receiving and distribution of items and plans and organizing the division’s work.

**MAJOR DUTIES**

Assumes the lead for activities and participation in defining goals, objectives, and the mission of the mailroom, shipping and receiving;
Reviews and sorts, ships and delivers incoming and outgoing mail and packages;
Responds appropriately to supply, mailroom, shipping and receiving inquiries and internal requests for assistance;
Receives shipments into the state’s Teamworks financial system;
Applies appropriate asset management inventory decals to incoming assets, and completes supporting documents;
Maintains separate inventory of less than $1000.00 inventory items;
Orders, receives, stocks and maintains inventory levels of office supplies for the system office.
Uses Teamwork’s financial system for orders;
Responsible for the monthly reconciliation of the state P-Card for the Support Services Department;
Coordinates and assists with internal office moves of furniture, equipment and bulk office supplies;
Performs light maintenance duties;
Maintains (light servicing) mail machines, copy machines, and/or fax machines;
Prints Asset Management decals for the technical colleges;
Collects, maintains storage of, and submits proper documentation to DOAS for agency surplus and scrap items;
Assists with annual agency physical inventory;
Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
Maintains knowledge of assigned program area and gives updates to management on services, operations, and projects;
Evaluates employees at scheduled intervals upon reviewing of all relevant information;
Conducts regular evaluation of services provided and makes adjustments as needed;
Downloads and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
Maintains up-to-date with policies, procedures, and state or federal laws that may impact department initiatives;
Assist with employee related HR tasks (timesheet submittals).

COMPETENCIES

- Knowledge of packing and shipping of packages
- Knowledge of physical inventory parameters for State of Georgia
- Knowledge of the State of Georgia asset management inventory parameters
- Knowledge of proper postage rates and classification
- Knowledge of minor maintenance and/or toner cartridges of printers, copiers, and fax machines
- Ability to operate pallet jack equipment
- Ability to lift 40-50 pounds
- Ability to utilize UPS Campus Ship
- Ability to evaluate the condition of equipment to make recommendations to repair, replace, or dispose.
- Supervisory skills
- Skill in the operation of computers and job related software
- Skill in operating a mail postage machine
- Skill in interpersonal relations and in dealing with the public
- Decision making and problem solving skills
- Oral and written communication skills

MINIMUM QUALIFICATIONS

Bachelor’s degree *and* Three (3) years of work related experience

Note: Experience may substitute for the degree on a year-for-year basis.

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.