Job Title: Shipping and Receiving Technician  
Job Code: 31120

JOB SUMMARY

The Shipping and Receiving Technician is responsible for managing the physical asset process.

MAJOR DUTIES

- Manages the physical asset process ensuring all physical assets are categorized, tagged and entered into the inventory database;
- Receives all materials ordered by the technical college including unpacking, inspection, assembly, delivery and installation. Reconciles items received;
- Establishes and maintains automated and manual filing/inventory system;
- Conducts periodic physical inventories of property;
- Processes all outgoing packages for delivery or shipment by sealing, sorting, weighing and/or applying proper postage rates and classification;
- Assists in identifying surplus property, completes surplus property transfer forms and related data entry; takes steps to assure disposal of surplus property;
- Assists in the supervision of all facilities operations personnel;
- Serves as a technical source for others concerning pertinent purchasing/procurement rules, regulations, policies and/or processes.

COMPETENCIES

- Skill in the operation of computers and job-related software programs
- Oral and written communication skills
- Skill in interpersonal relations and in dealing with the public
- Decision making and problem solving skills

MINIMUM QUALIFICATIONS

- High school diploma or equivalent

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.