



# Receiver/Shipper

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## POSITION DESCRIPTION Receiver/Shipper

### **RS – 1 - Summary**

Reporting to the Manager, Purchasing Services, coordinates shipping and receiving activities within the District's warehouse operations.

### **RS – 2 – Receipt, Inspection and Shipping**

Coordinates the receiving, unpacking, sorting, labelling, repackaging and distribution for the delivery of new and surplus equipment and supplies within the District from a variety of sources:

- Uses mechanical and power vehicles (forklifts/pallet jacks) to load and unload goods from public carriers and the District delivery vehicles;
- Follows inspection procedures to ensure the condition and specifications of the goods are as ordered;
- Prepares appropriate receiving reports to document proof of delivery, short shipments, over shipments, damage and discrepancies;
- Prepares appropriate shipping documents;
- Forwards appropriate receiving and shipping documents to Purchasing Services;
- Contacts courier for shipments requiring pickup other than by the District.

### **RS – 3 – Data Entry**

Inputs information from a variety of source documents utilizing various computer programs.

### **RS- 4 – Records Management**

- Files, maintains and purges receiving and shipping documents in a central filing system.
- Files, maintains and purges all expediting documents in a central filing

system.

### **RS – 5 – Expediting**

- Contacts suppliers and/or responds to inquiries from suppliers regarding delivery status of goods ordered by Purchasing Services and Facilities;
- Identifies actual or potential delivery or documentation problems and takes authorized corrective action or refers to a higher authority;
- Maintains delivery status and supplier performance records;
- Maintains contact with user departments and responds to inquiries on delivery status;
- Forwards all expediting information to Purchasing Services.

### **RS – 6 – Asset Identification and Data Base**

- Scribes all new equipment and computer hardware with the appropriate District identification number;
- Inputs and maintains equipment serial numbers in a fixed asset data base;
- Maintains and inventory of surplus equipment.

### **RS – 7 – Furniture Assembly**

Provides minor assembly of new pre-manufactured furniture such as tables, desks, steno chairs, lab chairs, projector carts, etc., by following manufacture instructions and using simple fastener systems, not requiring the specialized skills of a tradesperson.

### **RS – 8 – Warehouse Maintenance**

- Provides warehouse support services to Maintenance and Operations as and when required;
- Maintains a clean, orderly warehouse by sweeping floors, removing garbage and recycling materials;
- Ensures that equipment and supplies used in the performance of duties are stored and maintained in a neat and orderly manner;
- Ensures the forklift and other equipment is maintained and is in a safe condition prior to use;
- Arranges supplies and materials to be stored in the warehouse for efficient access;
- Ensures the Receiving/Shipping area of the warehouse is secure during the work day.

## **RS – 9 – Communications**

- Answers inquiries from schools and departments regarding the status of a received item;
- Provides accurate information and prompt assistance to District staff and vendors either in person, by fax or email;
- Notifies the Maintenance Department when goods are received;
- Problem solves and maintains a cooperative environment;
- Reports any unusual circumstances or incidents immediately to the Manager or delegate;
- Under supervision, liaises with District vendors as and when required.

## **RS – 10 – Regulations**

- Ensures that all materials received, and where WHMIS legislation is required, are labelled according to the Act prior to distribution to schools and departments;
- Ensures that appropriate documentation is complete for goods that fall under the Transportation of Dangerous Goods Act;
- Ensures that all required mobile equipment such as forklifts are maintained in a safe operating condition;
- Ensures that any unsafe conditions are reported on a timely basis to the Supervisor.

## **RS – 11 – Others**

- Receives and distributes Canada Post Mail – 491 Cecelia Road;
- Performs other comparable assigned or transient duties which are within the area of knowledge and skills required by this job description;
- Operates equipment such as a forklift, pallet jack, battery charger, electric doors, photocopier, calculator, fax machine, personal computer and printer;
- Lifts, carries and moves supplies and equipment in accordance with Occupational Health and Safety Regulations in order to meet operational requirements;
- Provides orientation to spare board employees for vacation/sick coverage in the Central Receiving Depot.

**QUALIFICATIONS**  
**Receiver/Shipper**

<p><b>EDUCATION</b></p>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Grade 12 certificate or an equivalent combination of education, training and experience.</p> <p>WHMIS Certification.</p> <p>Transportation of Dangerous Goods Certificate</p> <p>Lift Truck Safety Certificate</p> <p>Propane Training Institute Certificate</p> <p><b><i>OTHER RELATED COURSES</i></b></p> <p>Completion or enrolment in a Purchasing Management Association of Canada's Principles of Buying Course.</p>
<p><b>EXPERIENCE</b></p>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Must have six (6) months to one (1) year specific experience – or – one (1) to two (2) years related experience.</p>
<p><b>KNOWLEDGE</b></p>	<p><b><i>THE CANDIDATE MUST POSSESS A DEMONSTRATED KNOWLEDGE OF:</i></b></p> <p>The standards, practices, methods, materials, tools and equipment used for the construction, repair and maintenance of buildings, grounds or equipment in his/her area of expertise.</p> <p>Job related safety regulations and techniques as outlined in the Workers' Compensation Board Industrial Health and Safety Regulations.</p> <p>School District #61 Policies and Regulations, Municipal, Provincial and Federal regulations relevant to his/her department.</p> <p>Computerized receiving/shipping function.</p> <p>Operation of warehouse equipment such as forklift, pallet jack and procedures for balance loading, and office equipment such as personal computer, photocopier and calculator.</p> <p>Records management system.</p>

<p><b>SKILLS AND ABILITIES</b></p>	<p><b><i>THE CANDIDATE MUST POSSESS A DEMONSTRATED ABILITY TO:</i></b></p> <p>Maintain a cooperative working relationship with other workers, administrators, supervisors, teaching staff, students and the public.</p> <p>Express ideas effectively both orally and in writing and explain instructions or information clearly to others.</p> <p>Work with minimal supervision.</p> <p>Work in a manner that recognizes personal safety and safety of others.</p> <p>Analyze equipment malfunctions and communicate requirements to appropriate technicians.</p> <p>Deal with requests, complaints or clarification of information regarding delivery or documentation issues.</p> <p>Choose appropriate methods, procedures and policies to maintain an orderly warehouse and efficient warehouse operation.</p> <p>Adapt to changing circumstances and the flexibility to adapt plans and schedules to meet unforeseen circumstances.</p>
<p><b>WORKING CONDITIONS</b></p>	<p><b><i>OCCUPATIONAL REQUIREMENTS</i></b></p> <p>Sufficient sight and hearing to perform related job duties.</p> <p>Able to lift and carry supplies and equipment required to perform his/her duties in accordance with the Occupational Health and Safety Regulations.</p> <p>Able to perform related physical and mental activities.</p> <p>Able to work in a highly active physical environment.</p> <p>Able to work in adverse weather conditions.</p>