

SHIPPER RECEIVER

PURPOSE:

This position is responsible for proper shipping and receiving of goods and materials at the Education and Maintenance Centre as well as the proper distribution of those goods and materials. This position is also responsible for the distribution of internal mail.

This position reports directly to the Business Manager and indirectly to the Superintendent of Business Administration.

DUTIES AND RESPONSIBILITIES:

- ⇒ Visually inspect all deliveries to ensure that no visible damage is evident and, if damage is evident, take further action to determine extent of the damage and if the order is to be accepted or rejection.
- ⇒ Visually inspect and account for items ordered within twenty-four hours of being received to facilitate claims for hidden damage or shortages.
- ⇒ Verify that materials received correspond to the packing slip and purchasing documentation.
- ⇒ Communicate with suppliers to claim for damaged goods received and resolve other issues with orders and deliveries.
- ⇒ Ensure that all orders received are delivered to individuals or locations specified in purchasing documents in a timely manner.
- ⇒ Maintain proper files and records.
- ⇒ Forward all packing slips/invoices to Accounts Payable for payment once purchases are accounted for.
- ⇒ Ensure that school orders received at the Education Centre are accounted for and shipped to the appropriate location.
- ⇒ Obtain authorization from suppliers for return of goods and materials and facilitating that process.
- ⇒ Track all back orders to ensure that materials ordered are received.
- ⇒ Distribute internal mail received from other locations in the school division.
- ⇒ Perform other data entry required for preparation of reports that may be required for internal and external use.
- ⇒ Perform data entry with respect to fixed assets purchases.
- ⇒ Comply with any and all applicable Board Policies, guidelines and practices, and legislation and regulatory requirements.
- ⇒ Perform other related duties as assigned.

QUALIFICATIONS:

EDUCATION, TRAINING & EXPERIENCE:

- ⇒ Typically the required knowledge, skills and abilities are obtained through successful completion of Grade XII at an educational institution that is recognized by the School Division and Ministry of Education,, and
- ⇒ Completion of post secondary courses in accounting, purchasing or materials management from a recognized educational institution, or
- ⇒ Related experience of at least three years in a Shipper Receiver position in an organization with materials acquisition in excess of \$3,000,000.00 per year.

REQUIRED LICENCES, CERTIFICATIONS & REGISTRATIONS:

- ⇒ No licensing or certification is required for this position.

KNOWLEDGE, SKILLS & ABILITIES:

- ⇒ Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information.
- ⇒ Physically fit and capable of lifting heavy objects.
- ⇒ Ability to operate lifts, pallet jacks, and fork lifts.
- ⇒ Ability to be meticulous and accurate in verifying orders received.
- ⇒ Demonstrated knowledge of current technology and software associated with the duties and responsibilities of this position.
- ⇒ Ability to work independently with minimal supervision demonstrating sound judgement and decision making skills to ensure quality of work meets expected standards.
- ⇒ Excellent interpersonal and communication skills, both verbal and written.
- ⇒ Ability to maintain accurate records and documentation.
- ⇒ Ability to establish and maintain effective working relationships with all staff, suppliers and the public demonstrating tact and diplomacy.
- ⇒ Possesses good organizational skills being skilful in prioritizing multiple demands.
- ⇒ Must be self directed, task and goal oriented.
- ⇒ Working knowledge of and ability to operate within Board policies and procedures.
- ⇒ General knowledge of shipping and receiving practices and procedures.
- ⇒ Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information.

ADDITIONAL INFORMATION:

- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required
- ⇒ Must participate in applicable safety training, work-related professional development, in-service, or courses of study.

CONCLUSION:

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role expectations if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the Board of Education and the employee and is subject to change by the Board of Education as the needs of the Employer and requirements of the position change.

**SASKATCHEWAN RIVERS SCHOOL DIVISION EMBRACES THE FOLLOWING
VALUES AND BELIEFS:**

- **Everyone is a Learner**
- **Excellence for Every Learner**
- **Lifelong and Continuous Learning**
- **Health, Safety and Wellness**
- **Accountability, Honesty, Integrity and Respect**
- **A Positive, Healthy and Enjoyable Work and Learning Environment**
- **An inclusive and diverse workforce and student population**

Saskatchewan Rivers School Division Employees are expected to be exemplary role models at all times.