

SHIPPER RECEIVER

PURPOSE:

This position is responsible for proper shipping and receiving of goods and materials at Carlton Comprehensive High School, 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 Principal and the Caretaking Services Manager.

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 rejected
- ⇒ 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
- ⇒ Confirm that goods are in order and get them ready for delivery to their appropriate location in a timely manner
- ⇒ Communicate with and obtain appropriate authorization from suppliers to claim for damaged goods received and resolve other issues with orders and deliveries.
- ⇒ Forward all packing slips/invoices to Accounts Payable if purchases are generated from a purchase order or to the Purchasing Officer if purchases are generated from e-commerce (purchase card), confirm received
- ⇒ Track all back orders to ensure that materials ordered are received
- ⇒ Distribute internal mail received from other locations in the school division
- ⇒ Maintain proper files and records and perform data entry for other reporting purposes
- ⇒ Comply with any and all applicable Board Policies, guidelines and practices, and legislation and regulatory requirements
- ⇒ Provide purchase card program support as required and directed by the Manager of Corporate Services
- ⇒ 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 computer technology and software applications within the Windows Environment (ie: Microsoft Word XP, Excel, Outlook Express, PowerPoint, Atrieve, SRB software including familiarity with the accounting and purchasing modules) associated with the duties and responsibilities of this position
- ⇒ Knowledge of and ability to use office equipment, including but not limited to, multi-function devices, personal computers, etc.
- ⇒ 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 PUBLIC 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 Public School Division Employees are expected to be exemplary role models at all times.