

Class No.:	
Original Date:	1997
Revision Date:	October 2021
Pay Group:	14

CLASS SPECIFICATION

SHIPPING & RECEIVING ASSOCIATE

NATURE AND SCOPE OF WORK

This is manual, driving and administrative work. The incumbent is primarily responsible for delivering and collecting mail, courier services, driving, assisting with receiving and loading goods, delivering and storing supplies and equipment and expediting orders. This position is part of the Corporate Services team and reports to the Purchasing Manager.

ILLUSTRATIVE EXAMPLES OF DUTIES

- For North Vancouver campus: receives, sorts and delivers incoming mail and couriers; and collects and sends outgoing mail and couriers. For external mail; weighs, sorts and applies correct postage via mail machine for outgoing mail. For regional campuses and locations: receives, sorts and processes all incoming and outgoing mail and couriers.
- Collects, sorts and distributes correspondence, parcels, equipment, merchandise, copy paper, PPE, Print Shop jobs, etc. throughout campus, inter-campus and occasionally off-campus locations.
- Processes all internal courier requests using approved university couriers, in a timely manner with cost-effectiveness as a priority. Reconciles courier invoices to waybills and authorizes payment of invoices. Creates journal entries as required.
- Receives new equipment and other capital goods. Verifies goods received against the Purchase Requisition or Purchase Order, packing slips and waybills. Logs equipment into inventory and a computerized system to confirm correct goods/quantity(s) received. Records year-end inventory as directed.
- Prepares materials for outgoing shipments, ensuring proper shipping, customs, insurance, and packaging requirements are completed. Assists in return of goods
- Receives and tags goods for surplus. Removes surplus goods from Capital Inventory Asset database.

- Manages the electronic and battery recycling programs for the University. This includes packaging and the coordination of pickup with the vendors.
- Responds to inquiries and assists others in problem solving related to shipping and receiving. Interacts with internal customers throughout the purchasing and receiving process. Works with the buyers/vendors to expedite overdue or partially received orders.
- Ensures University vehicle is clean, secure and maintained as required on a regular maintenance schedule.
- Keeps the Shipping and Receiving work area tidy and secure.
- Assists in the routine maintenance of materials handling equipment.
- Performs shipping/receiving opening and closing procedures and ensures security of products.
- Adheres to all WHMIS, TDG and other occupational health and safety requirements and reports hazards immediately.
- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (fire, earthquake, WHMIS).
- Performs duties related to the qualifications and requirements of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Thorough knowledge of safe driving and loading practices, and WCB regulations governing the workplace.
- Considerable knowledge of the computerised purchasing and receiving system.
- Thorough knowledge of shipping & receiving procedures.
- Considerable knowledge of computer basic (i.e. Microsoft Office, Excel and Email) with the ability to learn new software programs (i.e. Microsoft Dynamics).
- Working knowledge of the Workplace Hazardous Materials Information System (WHMIS), Transport of Dangerous Goods (TDG) procedures, and Occupational Health and Safety procedures.
- Working knowledge of transportation companies and shipment methods.
- Ability to create and maintain positive and effective working relationships with staff, faculty, students, suppliers and the public.
- Excellent organizational, communication, and interpersonal skills.

- Ability to multitask and work with minimal supervision.
- Ability to reprioritize continuously and exercise initiative during fluctuating workloads.
- Ability to maintain confidentiality.
- Ability to safely lift and carry heavy packages, merchandise and equipment within the limits defined by the WCB.
- Physical stamina and mobility to permit lifting, carrying, and moving heavy objects and the ability to stand/walk for up to seven hours per day.
- Ability to safely operate a variety of power tools and equipment (i.e. light trucks, transporters, motorized pallette jacks and dock lifts).

REQUIRED TRAINING AND EXPERIENCE

- Completion of Grade 12 supplemented by WHMIS training in the proper handling, storage and transporting of controlled products.
- 2 years of experience, working with computerized ERP systems and warehouse shipping/receiving experience including a minimum of six months experience in the operation of a delivery van or light truck.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- Valid BC Driver's Licence, Class V (clean driving record for three years and continuous thereafter).
- WHMIS and Transportation of Dangerous Goods certification.
- Forklift certification preferred.