

**POSITION TITLE:**

**SHIPPER RECEIVER**

**Reports to:** Chief Financial Officer

**Function/Purpose:**

The Shipper Receiver will be responsible for the timely movement of goods and materials in and out of Northwest School Division and for keeping accurate records of inventory. This position is also responsible for the distribution of internal mail.

**General Description:**

The Shipper Receiver receives and records the movement of parts, supplies, materials, equipment and stock to and from an establishment.

**Required Education, Knowledge, Qualification and Experience:**

- Possess a Grade 12 diploma.
- A valid driver's license and a good driving record.
- Basic to intermediate computer skills and mathematical skills.
- A forklift certificate would be considered an asset.

**Required Skills and Abilities:**

Demonstrated capability and performance in the areas of:

- Team building and collaboration.
- Work with minimal supervision.
- Organizational skills.
- Interpersonal and communication skills.
- Initiative and adaptability.
- High attention to details.
- Prioritizing multiple demands.

**Required Personal Characteristics:**

- Trustworthy and respectful.
- Approachable and accessible.
- Flexible and collaborative.

**Supervision:**

The Shipper/Receiver will not generally be required to directly supervise employees.

**Working Conditions**

- Will be required to work on feet for long periods of time.
- Frequent lifting of heavy items, carrying, pushing, and pulling goods.

**General Duties:**

Without restricting the generality of the description above, the Shipper Receiver shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Inspect and verify incoming goods against invoices or other documents, record shortages and reject damaged goods.
- Unpack, code and route goods to appropriate storage areas.

- Forward all packing slips/invoices to Accounts Payable for payment in a timely manner.
- Track all back orders to ensure that materials ordered are received.
- Work in coordination with the Procurement Officer.
- Participate in applicable safety training, work-related professional development, in-service, or course of study.
- Distribute internal mail received from other locations in the school division.
- Prepare data entry required for preparation of reports that may be required for internal or external use.
- Ensure that all orders received are delivered to individuals or locations specified in purchasing document in a timely manner.
- Keep the shop organized and free of non-needed obstructions.
- Perform all work in a safe manner, following work instructions and/or safe operating procedures.
- May operate forklift or other equipment to load, unload, transport and store goods.
- Deal tactfully with staff, students, administration and the public.
- Maintain and keep required records.
- Adhere to the Division “code of ethics”.
- Comply with all applicable laws and Board policies.
- Other duties as assigned from time to time by Chief Financial Officer.

**Judgment, Independence & Client Contact:**

- Confidentiality
  - The Shipper Receiver is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the Division. Information regarding a student, staff member or Board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board.
- Independence
  - The Shipper Receiver is expected to work independently, take initiative and be responsible for quality of assigned work.
- Working Jointly with Other Staff on Common Assignments or Tasks
  - This position involves working jointly with other staff, teachers and school-based administration on a daily basis.

New appointees will undergo a ten (10) month probationary period.

**Mission:** Laying the foundation for success.

**Vision:** One student at a time.

Director Approved: September 2016