

TITLE: Central Receiving/Shipping Clerk
SECTION: Finance Department
REPORTS TO: Buyer

#206

SUMMARY

Under the general direction of the Buyer or designate, carries out the day to day receiving and shipping in the district's central warehouse and provides support to the purchasing department.

DUTIES

1. Receives deliveries made to the district's central warehouse and coordinates outgoing shipments. Informs appropriate departments when items have been received.
 2. Requests in-district courier service with the transportation department.
 3. Organizes and ensures the central warehouse is clean and tidy.
 4. Assists the Buyer with routine purchases as necessary.
 5. Liaises with outside agencies, suppliers and district staff to obtain, review and analyse data on goods/materials/services.
 6. Processes on-line requisitions and completes the purchase order process, ensuring accuracy and completeness of documents.
 7. Determines the correct application of federal and provincial sales taxes and customs and excise duties and obtains release of goods through customs.
 8. Assists the Buyer with maintaining the purchase order system. Monitors the status of all purchase orders and expedites orders where necessary.
 9. Assists the Buyer in the day to day operations of the district's phone systems.
 10. Maintains security of the district's central warehouse.
 11. Assists in loading and unloading and handling of materials and supplies using materials handling equipment, such as pallet jack and forklift.
 12. May be required to perform simple assembly of delivered goods.
 13. May on occasion be required to perform other related duties as assigned.
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QUALIFICATIONS

- High school graduation or the equivalent
- Training in warehousing and purchasing best practices and a minimum of two years related experience or an equivalent combination of training and experience
- Physical capability to perform the job duties
- Demonstrated computer skills including advanced spreadsheets and importing/exporting files to/from other sources
- Ability and aptitude to work with attention to detail, accuracy and work effectively under pressure with assigned deadlines
- Excellent interpersonal and communication skills
- Valid BC Class 5 Driver's License
- WHMIS certificate
- Forklift operator certificate and ability to operate a pallet jack

JE: 2012.08.30/2013.01.22/2016.07.15 Pending JE School District 68 (Nanaimo-Ladysmith)