

TITLE: COURIER
SECTION: Purchasing
REPORTS TO: Material Coordinator

#014

SUMMARY

Under the general supervision of the Transportation Supervisor or designate, provides scheduled and unscheduled courier and cartage services to the schools and offices within the School District.

DUTIES

1. Delivers mail, equipment and materials to schools and offices throughout the District on a scheduled basis.
 2. Loads courier van using a variety of materials handling equipment to ensure that stock can be off-loaded in the correct order of delivery.
 3. Obtains and delivers furniture, equipment and supplies throughout the District on an unscheduled basis.
 4. Supervises temporary help when required to move furniture and equipment or during times of increased work productivity.
 5. Makes occasional purchases using petty cash funds.
 6. May on occasion be required to perform other related duties as assigned.
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QUALIFICATIONS

- High school graduation or the equivalent.
- Minimum of two years related experience.
- Valid B.C. Class 5 Driver's License.
- Ability to operate material handling equipment.
- Physical capability to perform the job duties.
- Good interpersonal and communication skills.