

Shipping and Receiving Clerk
Embry-Riddle Aeronautical University

Direct Link: <https://www.AcademicKeys.com/r?job=118660>

Downloaded On: Jun. 19, 2019 5:20am

Posted Jan. 23, 2019, expired May 25, 2019

Job Title Shipping and Receiving Clerk

Department

Institution Embry-Riddle Aeronautical University
Prescott, Arizona

Date Posted Jan. 23, 2019

Application Open until filled

Deadline

Position Start Available immediately

Date

Job Categories Classified Staff

Academic Field(s) Facilities/Maintenance/Transportation

Job Website <https://embryriddle.taleo.net/careersection/002/jobdetail.ftl?job=190054>

Apply By Email

Job Description

Receive, research/verify, process, and distribute all incoming University packages received at University Receiving. Pickup outgoing shipments from various departments, package if needed and prepare for shipping. Assist Asset Management with office, surplus and various other type moves as needed. Maintain cleanliness and organization in warehouses.

Process daily incoming shipments including verifying and recording orders, scan, sort, count, unpack, examine and verify information against bills of lading, invoices, purchase orders and other records. Notify department and reject damaged items, record shortages and coordinate with the Purchasing Department to rectify damages and shortages. Deliver all materials and products received at Receiving to campus departments in a timely manner. Pickup outgoing shipments from departments, package prepare for shipping including weigh, measure and determine method of shipping. Tag all incoming



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University assets including capital and federal assets by tagging, record keeping and data entry.

Qualifications

Applicant must have a high school diploma or general education degree and one year related experience and training or equivalent combination of education.

Read and comprehend instructions, write information, and complete simple forms.

High school (or GED) level ability in spelling, grammar, basic composition, and math.

Good interpersonal and communication skills. An in depth knowledge of information systems and technical expertise with Microsoft operating systems, Excel, Word, Outlook/email, and Internet end-user applications. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move 50 pounds, and occasionally lift and/or move up to 100 pounds.

Must remain awake and alert at all times.

Must wear department radio/earphone for communication.

Required licenses, certificates, and /or security clearances:

Valid drivers license

Forklift certification

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact