

Shipping Manager  
Embry-Riddle Aeronautical University

Direct Link: <https://www.AcademicKeys.com/r?job=118767>

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Posted Jan. 25, 2019, expired May 27, 2019

**Job Title** Shipping Manager

**Department**

**Institution** Embry-Riddle Aeronautical University  
Daytona Beach, Florida

**Date Posted** Jan. 25, 2019

**Application** Open until filled

**Deadline**

**Position Start** Available immediately

**Date**

**Job Categories** Director/Manager

**Academic Field(s)** Facilities/Maintenance/Transportation

**Job Website** <https://embryriddle.taleo.net/careersection/002/jobdetail.ftl?job=190059>

**Apply By Email**

**Job Description**

Embry-Riddle Aeronautical University is now hiring a Shipping Manager for the Postal Services Department at the Daytona Beach campus. Under general supervision, the Shipping Manager oversees and is responsible for the day-to-day operation of outbound FedEx and UPS shipments and ensures compliance with all policies, procedures and regulations.

Responsibilities include the following:

Monitor and replenish shipping supplies, file shipping claims for damaged/lost shipments when required and monitor and research shipments with delivery exceptions. Handle shipping cross charges and prepare shipping invoices for payment by A/P. Record data on all shipments for STAT reports and identify areas for potential cost savings and communicate to department budget managers. Close out all outgoing shipping terminals and stage shipments for carrier pick up at end of business day. Monitor, analyze and compare shipping rates and service problems to determine preferred providers and

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address issues with company representatives.

Assist with pre-sorting incoming mail and disburse staff mail to department slots for campus delivery, sort and deliver incoming student mail to mailboxes, deliver student packages at customer service counter and assist with mailbox assignments/closures and general asked questions.

Assist with and provide added coverage when required as the Mail Service Specialist, responsible for metering outgoing university mail as well as provide backup for the USPS (CPU) Postal Teller, assist at Customer Service window with package delivery and mailbox assignments for students. Serve as backup for Campus Courier.

Serve as acting Supervisor as required when Supervisor and Assistant Supervisor are out of the office

### Qualifications

#### Required Qualifications:

High school diploma or GED and minimum of 3-5 years of work related experience.

Professional development and management experience.

Must retain a Florida Drivers License and must meet the University's standards for approved drivers.

Unacceptable driving records (as stated in the Use of Equipment and Vehicles Procedure 1.17) include the following (for three years from the date of each occurrence):

More than 3 moving violations and/or accidents in 3 years

More than 2 moving violations and/or accidents in any 1 year

A major conviction in the last 3 years, including (but not limited to) driving while intoxicated, leaving the scene of an accident, reckless driving, and/or homicide or assault by motor vehicle.

Experience or ability to effectively manage personnel and funds.

Experience in all phases of shipping.

Ability to maintain security compliance according to State and Federal Laws and Regulations pertaining to safe handling, processing and transportation of UPS, FedEx and DHL shipments.

Knowledge of U.S. Postal/Shipping requirements and safety regulations in relation to mail/package preparation and processing.

Knowledge of mail/package processing equipment, handling and distribution techniques.

Skilled in the progressive use of shipping programs and associated applications, computer, calculator and credit/eagle card machines.

Ability to work with Excel to enter and analyze data.

Ability to handle a workload with multiple priorities.

Good organizational and customer relations skills with the ability to communicate well verbally and in writing.

Ability to exercise good judgment and have strong initiative in problem solving.



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**Contact Information**

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

**Contact**

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