

Warehouse Specialist, Shipping & Receiving/Surplus
Property
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=242232>

Downloaded On: Jul. 27, 2024 12:39pm

Posted Jul. 26, 2024, set to expire Aug. 8, 2024

Job Title Warehouse Specialist, Shipping & Receiving/Surplus
Property

Department

Institution Lee College
Baytown, Texas

Date Posted Jul. 26, 2024

Application Deadline 08/08/2024

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Facilities/Maintenance/Transportation

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Job Description

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Warehouse Specialist, Shipping & Receiving/Surplus Property

Salary:

Job Type: Full-Time

Job Number: FY2300443

Location: Main Campus - Baytown, TX

Division: Finance & Administration

Position Overview

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Starting Salary Range is \$35,651 - \$40,113. The initial salary offer is commensurate with education and related work experience.

The Warehouse Specialist - Shipping and Receiving/Surplus Property actively engages in the day-to-day tasks and functions of the Shipping & Receiving department. This position reports directly to the department manager. The primary function of this position is to receive, process, and deliver shipments and packages from point to point and assist with all warehouse and department activities.

Essential Duties & Responsibilities

- Follow all department policies and procedures; foster a safe work environment
- Maintain a neat and orderly warehouse, keeping the area free of debris.
- Engage in day-to-day warehouse operations; ensure department goals are met and completed accurately and timely.
- Receive freight and shipments from various carriers - verify condition, count, note damages/shortages, and sign for shipments following department procedures.
- Scan and enter all shipments upon arrival in the SCLogic Intra package tracking system.
- Process packages in a timely manner and route them to end users; stage shipments for delivery and enter accurate package location.
- Make deliveries to campus locations as well as all satellite college locations.
- Operate forklift and other warehouse handling equipment following established policies, procedures, and guidelines.
- Prepare packages and freight for shipment utilizing industry-accepted methods.
- Prepare shipping documents and create shipping labels utilizing established shipping accounts.
- Communicate effectively with other departments to schedule deliveries and address concerns.
- Communicate effectively with delivery drivers.
- Receive surplus property from the Maintenance department and properly categorize, store, and prepare for re-distribution or sale following established procedures.
- Assist with online and live public auctions/sales.
- Assist "customers" with curbside pickups.
- Deliver copier/printer paper and supplies.
- Keep accurate records.

Additional Duties & Responsibilities

- Operate forklift and off-road utility vehicles in and around campus.
- Operate motor vehicles on public roads and highways.

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- Inform the manager when changes and updates are needed in the SCLogic Intra package tracking system.
- Perform other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- High School Diploma or equivalent (G.E.D.)
- One (1) year of related work experience; preferably in shipping & receiving/warehouse operations
- One (1) year of forklift operator experience; ability to be forklift certified operator
- Must have a valid driver's license and clear driving record
- Must have demonstrated recordkeeping skills, as well as good interpersonal skills
- Knowledge of modern office practices, procedures, and equipment, including PCs and their operations
- Must be able to establish and maintain cooperative working relationships
- Must be able to lift, carry, pull, and push objects or loads of fifty (50) pounds or more
- Must be able to stand for extended periods of time
- Must be able to work from heights
- Must be able to ascend and descend a ladder
- Must be able to perform work with speed and accuracy

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Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4594052/warehouse-specialist-shipping-receiving-surplus-property>

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Contact Information

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

Contact

N/A

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