

Part-Time Expediter, Shipping & Receiving/Surplus  
Property  
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=247510>

Downloaded On: Oct. 28, 2024 6:20am

Posted Oct. 23, 2024, set to expire Nov. 4, 2024

<b>Job Title</b>	Part-Time Expediter, Shipping & Receiving/Surplus Property
<b>Department</b>	
<b>Institution</b>	Lee College Baytown, Texas
<b>Date Posted</b>	Oct. 23, 2024
<b>Application Deadline</b>	11/04/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5744006">https://apptrkr.com/5744006</a>

**Apply By Email**

**Job Description**

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**Part-Time Expediter, Shipping & Receiving/Surplus Property**

**Salary:** \$15.07 Hourly

**Job Type:** Part-Time

**Job Number:** FY2300442

**Location:** Main Campus - Baytown, TX

**Division:** Finance & Administration

**Position Overview**

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The Expediter - Shipping and Receiving/Surplus Property's primary function is to pick up merchandise and packages from local vendors and deliver to end users within the college community. The Expediter is responsible for delivering items and packages from the Receiving warehouse to end users at all Lee College District locations. The Expediter supports and assists warehouse personnel with other department operations.

### **Essential Duties & Responsibilities**

- Follow all department policies and procedures; foster a safe work environment.
- Maintain neat and orderly vehicles and warehouse, keep areas free of debris.
- Pick up supplies and materials from local vendors in the Baytown/Houston area.
- Deliver supplies and materials to all college locations including Baytown, Liberty, and Huntsville.
- Scan and enter all items in the SCLogic Intra package tracking system.
- Operate forklift and other warehouse handling equipment following established policies, procedures, and guidelines.
- Communicate effectively with other departments to schedule deliveries and address concerns.
- Communicate effectively with vendors, and the college community.
- Receive surplus property from the Maintenance department and properly categorize, store, and prepare for re-distribution or sale following established procedures.
- 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.
- Properly maintain and care for assigned vehicle(s); advise transportation mechanic when maintenance is required.
- Keep vehicle(s) fuel levels properly maintained.
- Perform other duties as assigned.

### **Minimum Education, Experience, Knowledge, Skills & Abilities**

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- High School Diploma or equivalent (G.E.D.)
- One (1) year of related work experience
- Must have a valid driver's license and clean driving record
- Must have demonstrated record-keeping 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 regularly or more on occasion
- 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

**Preferred:**

- Experience in shipping & receiving or warehouse operations

*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/4701486/part-time-expediter-shipping-receiving-surplus-property>

**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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