

Shipping & Receiving Clerk (5063) Job 76148 -  
Engineering Research Support Organization (ERSO)  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253060>

Downloaded On: Apr. 24, 2025 4:35am

Posted Feb. 13, 2025, set to expire Jun. 30, 2025

<b>Job Title</b>	Shipping & Receiving Clerk (5063) Job 76148 - Engineering Research Support Organization (ERSO)
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Feb. 13, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Research/Technical/Laboratory Administrative Support/Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6003163">https://apptrkr.com/6003163</a>
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**Job Description**

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**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

### **Departmental Overview**

ERSO is a central administrative hub providing comprehensive research and administrative services to the College of Engineering, College of Environmental Design, Computing, Data Science & Society, Mathematical & Physical Sciences Division, School of Information, and various large research Institutes and Centers.

The Shipping and Receiving Clerk, within ERSO Business Services, performs a variety of services for ERSO involved in receiving, storing, accounting for, and distributing equipment, apparatus, materials, and supplies. The S & R Clerk performs equipment inventory tracking and is responsible for providing enterprise-wide distribution services to faculty, staff and students located currently in multiple campus buildings, and to a large, currently splintered, complex instructional laboratory program. Commodities include, but are not limited to highly specialized research equipment and supplies, fabricated apparatus, computers, software applications, furniture and office supplies. The incumbent utilizes both powered and non-powered materials handling equipment as required.

The position is expected to work in a highly collaborative and fast-paced environment where initiative, creativity, ownership, responsibility, and calculated risk form the basis for success.

### **Application Review Date**

The First Review Date for this job is: 2/25/25 - Open until filled

### **Responsibilities**

***Receiving and Delivery: 50%***

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- Receives and verify deliveries of equipment, supplies, and materials from vendors and campus departments, ensuring accuracy and inspection for damage. Creates and records electronic receipts in the campus procurement system, verifies packages for accuracy and damage, and updates the department's asset tracking system.
- Coordinates and facilitates returns of items purchased with university funds. Notifies ERSO purchasing staff when there are any discrepancies on orders. Provide support for returning orders, etc.
- Delivers received packages timely to designated labs and offices on campus, ensuring accuracy and retaining evidence of delivery in the tracking system.
- Handles inquiries from the ERSO community regarding shipment status, etc. Proactively communicates information.
- Supports the ERSO community with outgoing shipments to vendors or other Universities, etc. Prepares the shipping label and package for shipment, etc.
- Keeps the Shipping and Receiving Supervisor informed of issues, problems, or potential problems as resolution is sought. Maintains files on open request in an organized manner and tracks all shipment related documents.

**Equipment/Supply Inventory & Management: 40%**

- Assist with bi-annual inventory by physically locating assets and obtaining photos or other evidence. Responsible for designated assets assigned by Supervisor or Sr. Storekeeper.
- Coordinate with faculty or designated proxy to review asset list.
- Resolves BETS exception reports, tags new assets, and verifies assets in inventory on a bi-annual basis, as outlined in BUS-29.
- Supports the delivery and inventory of compressed gas cylinders.

**Other Duties Assigned 10%**

- Provides recommendations or suggestions to the Shipping and Receiving supervisor on ways to enhance the shipping and receiving function in ERSO.
- Secure workspace prior to leaving at end of shift
- Adheres to all safety protocols.
- Organize and maintain cleanliness in all storage spaces.
- Assists and coordinates the removal & moving of items to excess & salvage.

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### Required Qualifications

- Experience in receiving and or warehouse operations.
- Meet tight deadlines.
- Maintain a regular attendance schedule demonstrating timelines and dependability.
- Demonstrate excellence in customer service and effectively communicate with a diverse client base.
- Ability to work independently and as part of a team.
- Work in a fast paced and changing environment in a new team setting.
- Working knowledge of computer office software, primarily scanning and email use.
- Must be able to lift 50 pounds.
- Ability to learn new package tracking systems (i.e. WITS) and enterprise procurement systems (i.e. BearBuy).
- Become forklift certified and operate a forklift, as needed.

### Preferred Qualifications

- Knowledge of BearBuy and campus procedures.
- Experience in a comparable fast-paced business environment.

### Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$25.43 - 29.78.

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### **Conviction History Background**

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### **Misconduct Disclosure**

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

**Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative Action policy](#).

The [University of California's Anti-Discrimination policy](#).

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**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

**Contact Information**

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

**Contact**

N/A

University of California, Berkeley

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