

**Part-Time Warehouse Specialist, Shipping &  
Receiving/Surplus Property  
Lee College**

Direct Link: <https://www.AcademicKeys.com/r?job=256233>

Downloaded On: Apr. 26, 2025 4:50am

Posted Apr. 25, 2025, set to expire May 8, 2025

<b>Job Title</b>	Part-Time Warehouse Specialist, Shipping & Receiving/Surplus Property
<b>Department</b>	
<b>Institution</b>	Lee College Baytown, Texas
<b>Date Posted</b>	Apr. 25, 2025
<b>Application Deadline</b>	05/08/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Part-Time/Temporary Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6175953">https://apptrkr.com/6175953</a>

**Apply By Email**

**Job Description**

Image not found or type unknown



**Part-Time Warehouse Specialist, Shipping & Receiving/Surplus Property**

**Salary:**

**Job Type:** Part-Time

**Job Number:** FY2300566

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

**Division:** Finance & Administration

**Part-Time Warehouse Specialist, Shipping &  
Receiving/Surplus Property  
Lee College**

Direct Link: <https://www.AcademicKeys.com/r?job=256233>

Downloaded On: Apr. 26, 2025 4:50am

Posted Apr. 25, 2025, set to expire May 8, 2025

**Position Overview**

The Part-Time 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.
- 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.

**Additional Duties & Responsibilities**

- Operate forklift and off-road utility vehicles in and around campus.

**Part-Time Warehouse Specialist, Shipping &  
Receiving/Surplus Property  
Lee College**

Direct Link: <https://www.AcademicKeys.com/r?job=256233>

Downloaded On: Apr. 26, 2025 4:50am

Posted Apr. 25, 2025, set to expire May 8, 2025

- Operate motor vehicles on public roads and highways.
- 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 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 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

*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/4918142/part-time-warehouse-specialist-shipping-receiving-surplus-property>**

jeid-eb823f6242c1ad4896bbfee28efc281f

**Part-Time Warehouse Specialist, Shipping &  
Receiving/Surplus Property  
Lee College**

Direct Link: <https://www.AcademicKeys.com/r?job=256233>

Downloaded On: Apr. 26, 2025 4:50am

Posted Apr. 25, 2025, set to expire May 8, 2025

**Contact Information**

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

**Contact**

N/A

Lee College

,