



Job Title: Shipping/Receiving Clerk

Exemption Status/Test: Non-Exempt

Reports to: Print Shop Coordinator **Date Revised:** December 2021

Dept./School: Printing Services

Pay Grade: MT03

Primary Purpose:

Create accurate delivery documentation for all outgoing projects and process all incoming shipments and related documentation. This includes paper, supplies, products, chemicals, printed jobs, signs jobs, etc. Final quality control is also required before accepting/delivering products.

Qualifications:

Education/Certification:

- High school Diploma or equivalent
- Valid Texas Driver's License

Experience:

- Minimum of two (2) years of experience working in a print production environment

Special Knowledge/Skills/Abilities:

- Ability to efficiently and accurately read internal work orders for various types of print jobs
- Knowledge of various types of projects so that delivery tickets can be accurately completed
- Ability to perform in other areas of the printing facility as needed, such as bindery, and knowledge of driving and delivery duties and responsibilities

Major Responsibilities and Duties:

1. Oversee the receipt of all incoming and outgoing shipments.
2. Verify accuracy and process according to established procedures.
3. Load and unload delivery trucks as needed.
4. Unpack item(s), inspect shipments for damage and defects, and report as needed.
5. Ensure jobs and supplies are delivered to departments and schools.
6. Coordinate and prioritize deliveries by due dates and urgent scenarios.
7. Read and interpret work order information to transfer onto delivery tickets while under pressure generated by tight deadlines and production schedules.
8. Inspect all print and sign jobs for quality and accuracy according to work order specs before shipment(s) leave the shop.
9. Accurately track, process, and file all documentation error-free.
10. Possess good math skills to record counts of each item on delivery tickets accurately.
11. Demonstrate time management skills and the ability to multitask throughout the work day.
12. Must be detail oriented in all respects of the job.
13. Perform math functions, including addition, multiplication, division, etc.
14. Foresee potential problems and proactively handle them before jobs leave the shop
15. Assume Mail Clerk Driver duties as often as needed
16. Follow established safety procedures when lifting and operating dollies, pallet jacks, etc.
17. Assist in other shop production areas, including bindery, press, deliveries, etc.
18. Carry out oral and written instruction with effective interpersonal skills.
19. General knowledge of Microsoft Word, Microsoft Excel, etc.
20. Perform all other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding, and use of a mouse; occasional reaching

Lifting: Lifting and carrying (less than 75 pounds)

Environment: Work irregular hours; occasional prolonged hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress; maintain confidentiality

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____