Position Title: SHIPPING & RECEIVING ASSISTANT I

Recruitment #: #2222

Full/Part-Time: Full-Time

Employment Type: Permanent

Bargaining Unit: R07

Salary: $2,743 - $4,543 per month Non-Exempt

Department: Campus Support Services

Available: Immediately

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: December 1, 2017

Closing Date: December 15, 2017

THIS RECRUITMENT IS AVAILABLE TO CURRENT ON-CAMPUS EMPLOYEES ONLY.

APPLICATION PACKET REQUIREMENTS
This position requires (including those on campus) submission of:

- A standard CSU, Bakersfield job application (download at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

Within the Business and Administrative Services Division, Campus Support Services is focused on Print Shop/Reprographics, Asset Management, Mail Services and Shipping/Receiving. It is committed to providing excellent customer service that advances the University Strategic Plan. Campus Support Services accomplishes its mission by: providing printing, copying, design, and bindery services to the university. Coordinating delivery and tracking of campus mail, goods and materials shipped to the University and tracking custodianship of equipment items and maintaining stringent/accurate accounting controls.

The Shipping and Receiving Assistant I performs shipping and receiving operations involving the receipt, storage, and issuance of a variety of supplies, material, and equipment and may lead a small number (3-5) of subordinate or student employees in the Property/Shipping/Mailroom.

DUTIES:
Receive Incoming Shipments for the University:
- Oversees all shipping and receiving requirements for the University.
- Scans all incoming parcels, using a hand-held scanner, into a tracking system database for tracking purposes.

California State University, Bakersfield is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
Receives, inspects and verifies all incoming shipments against invoices and/or packing slips, ensuring all items are received and no damages or defects; records discrepancies or damages and notifies supervisor and/or purchasing agent.

Reviews receiving documents, bills of laden, receiving reports, freight bills and damage reports for completeness.

Scans and delivers all items to requisitioning departments, in a timely manner, obtaining authorized signatures using a hand-held scanner for proof of delivery/tracking purposes.

Maintains short term storage for incoming shipments for departments with minimal storage space.

Trains and directs workload for student assistants.

Process all Outgoing Shipments from the University:

- Prepares shipments for Express or commercial conveyance; determines most economical and efficient shipping method selects appropriate shipping container/material; packs items to ensure safe delivery; schedules pickup and prepares shipping labels.
- Processes all outgoing United Parcel Service (UPS) letters/parcels using the UPS WorldShip tracking system.
- Research custom requirements for all International Shipments; ensuring proper forms are prepared and submitted prior to shipping.
- Track lost shipments and/or customer claims of lost shipments, initiates proof of delivery documents.
- Coordinates the shipment of canceled and damaged items back to vendors as appropriate.
- Operates shrink wrap equipment for the preparation of pallets for shipment.
- Maintains/orders adequate shipping supplies.

Process Monthly Shipping Charges for All Departments:

- Inputs daily express charges into the sections tracking system
- Compiles, prepares and submits monthly express charges to Accounting for processing.
- Processes and provides monthly express charges report for each department.
- Maintains a trust account with UPS; ensuring funds are available for payment and submits necessary paperwork when funds are required.
- Processes other express service invoices as required.

Other Job Duties:

- Investigate and solve customer problems/concerns in a timely manner
- Ensure all relevant files are maintained and organized for easy access for customer inquiries.
- Maintains routine maintenance of equipment and shipping area and ensures warehouse is secured at the end of the day.
- Answers questions regarding procedures and resolves discrepancies regarding shipments, receipts, and deliveries.
- Trains and directs workload requirements for student assistants.

REQUIRED QUALIFICATIONS:

- Two years of experience in a storeroom or warehouse in the performance of work involving the receipt, storage, and issuance of a variety of supplies, material, and equipment.
- Prospective applicants who have not had the experience listed may be considered eligible based on other evidence of meeting the minimum qualifications.
- Possession of a valid driver’s license or the ability to obtain by date of hire.
- Possession of, or ability to obtain, forklift certification.
- General knowledge of shipping and receiving practices including and shipping a wide variety of commodities.
- Ability to maintain shipping, receiving and inventory records
- Rapidly learn and apply CSU procurement practices, procedures and materials specifications
- Plan and oversee the work of others
- Forecast supply needs of routine items
- Prepare simple reports
- Knowledge of computer software
- Read and write at a level appropriate to the duties of the position.
- Make mathematical calculations
- Establish and maintain cooperative working relationships with suppliers
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.

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• Regular and reliable attendance is required.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION: It shall be the policy of the CSU in filling vacant CSUEU bargaining Units 2, 5, 7 & 9 positions to fill such vacancies from among qualified individuals currently employed on-campus except when it is determined that it is necessary to appoint outside applicants to meet campus workforce diversity goals or to provide specialized skills and abilities that are not available from current employees.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csusb.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.