

Receiving/Shipping Supervisor

Student Services, Inc. (SSI) at West Chester University has an exciting opportunity for a talented individual to become their Receiving/Shipping Supervisor. Reporting to the Textbook Manager, the Receiving/Shipping Supervisor is responsible for supervising the loading and stock room areas, handling of materials, preparing accurate, timely shipments, and adherence to safety procedures.

The candidate must be able to work at a very fast pace, at times be able to lift 50 lbs. or more, and able to operate a pallet jack and other tool equipment. The applicant must provide a resume outlining shipper/receiver skills, work experience, and have basic computer skills/knowledge along with literacy and math skills. Bachelor's degree preferred.

Applicants must submit a cover letter, current resume, salary history, and the names, email addresses, and telephone numbers of three professional references to: Student Services, Inc. Executive Director, Rm. 259 Sykes Union, West Chester University of PA, West Chester, PA. 19383. E-mail acceptable to ssijobs@wcupa.edu or fax to 610-436-3190.

Student Services, Inc. is an independent, self-supporting business organized as a not-for-profit 501-(c)(3) corporation that works in tandem to support West Chester University's educational goals and mission. A complete position statement and list of qualifications will be posted on www.click2ssi.com under the job posting section. Review of applicants will begin immediately and continue until position is filled.

Receiving/Shipping Supervisor

General Statement of Duties:

- Reports to and under the direction of the Textbook Manager. This position is responsible for the supervision of the loading dock/back stock room area, for the proper handling of materials, adherence to safety procedures and providing accurate, timely shipments. It is a salaried staffed twelve month position, 37.5 hours per week with the occasional weekend (Saturday and/or Sunday) during peak rush times.

Summary of Duties (Duties may include, but are not limited to the following):

- Supervises part-time student staff and delegate appropriate duties daily when student staff is working. If no student staff is available the receiving duties are the responsibility of the Shipper/Receiver Supervisor.
- Responsible for training all part-time staff concerning back stock room procedures and guidelines.
- Prepares, processes incoming and outgoing shipments. As well as notifying clothing manager/supply manager or other personnel in building of incoming shipments and/or distributes to appropriate department daily.
- Unpacks boxes, verifies items match the purchase order, and enters received goods into store system (TA2).
- Verifies incoming shipments against purchase orders, invoices or packing slips to ensure all items are received, not damaged and enters them into store system in compliance with company policies, procedures and standards.
- Verifies items scan at the correct price and moves items to the appropriate store locations.
- Calls publishers to ascertain status of an order, about damaged books, over/shorts, or to place an order.
- During high volume ordering time checks POA's daily and notifies the Textbook Manager of any issues or discrepancies.
- Shelves and stocks merchandise on the selling floor and maintain the back stock room to be organized and hazard free.
- Weighs incoming/outgoing cartons and may unload or load trucks.
- Packs and affixes shipping labels with proper postage on packed cartons.
- Coordinates the end of semester returns for the textbook department. Which includes but not limited to printing pick list for the pulling of merchandise to be returned to various vendors, editing the pick lists if there is a discrepancy in quantities, supervising

part-time student staff and double checking their work, and shipping out returns in a timely manner.

- Maintains store's inventory system by sustaining current return policies in textbook inventory system (TA2), obtaining vendor number for new vendors, keeping all receiving and return files clean/current.
- Assists customers on the selling floor. Directs customers to the area of the store their item is in, and answers routine inquiries.
- Assists in all aspects of Buyback operations as well as maintaining all aspects of guide shipments according to the MBS monthly schedule.
- Responsible for the setup of bi-annual graduate business center sales.

Education and Experience:

- Valid Drivers License
- 1-2 years related experience Shelves and stocks merchandise on the selling floor and maintain the back stockroom organized and hazard free.
- Possess a suitable combination of education and experience as deemed acceptable by the Management, to be able to perform the responsibilities outlined in this job description.