Head Warehouse Worker

Job Code 00007089

**General Description**
Responsible for directing the work of employees involved in receiving, storing, delivering supplies, parts, books, equipment and other materials ordered by the University.

**Examples of Duties**
- Maintain records of materials received and delivered to the receiving department.
- Prepare deliveries of completed orders.
- Assist vendors and freight drivers in unloading freight.
- Assign delivery of completed packages.
- Log delivery and process freight.
- Assist in processing problem purchase orders.
- Contact vendors about discrepancies with merchandise received.
- Assign afternoon deliveries to available receiving personnel.
- Price books in warehouse and take to sales floor area.
- Complete invoices and confirmation printouts.
- Package and ship books and supplies.
- Return textbooks to publishers for credit at the end of each semester.
- Pack books from sales floor and warehouse area.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**
**Skill in:** Establishing rapport and mediating disputes; communicating with delivery drivers; effectively directing the work of others; description and definition of purchase orders; packing list and written instructions.

**Ability to:** Understand written job instructions; compare and verify column of numbers; complete request forms, telephone messages, and notes; prepare letters, memos, instructions, logs, and processing purchase orders; perform basic math.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**