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

Revised 09/20/2012