**International Shipping and Receiving Specialist Standard Job Description**

**Classification Title:** International Shipping and Receiving Specialist

**FLSA Exemption Status:** Exempt

**Pay Grade:** 10

**Job Description Summary:**

The International Shipping and Receiving Specialist, under general supervision, evaluates and maintains strategies for supply chain transportation and distribution procedures to maximize delivery efficiency and minimize shipping costs around the world.

**Essential Duties and Tasks:**

**40% Shipping and Receiving Management**

* Assists in monitoring safety procedures in the shipping and receiving area.
* Oversees compliance with hazardous materials handling and shipping procedures.
* Develops and maintains transportation and distribution procedures to maximize delivery efficiency.
* Researches and analyzes freight costs, classifications, and delivery schedules to minimize costs and maximize customer satisfaction.
* Prepares export, import, and hazardous materials documents to comply with applicable regulations and ensure acceptance at ports.
* Directs compliance programs in accordance with regulations.

**20% Documentation and Compliance Oversight**

* Ships materials to various locations around the world.
* Coordinates the preparation of shipping papers, customs declarations, and bills of lading.
* Reviews and evaluates shipping documentation for discrepancies in compliance information.
* Maintains high levels of certification for generating import-export documentation in accordance with various regulations.
* Stays abreast of changing rules in the transportation industry.

**10% Training and Supervision**

* Trains staff in the safe operation of equipment and proper shipping procedures.
* Supervises student workers in loading, unloading, and the use of equipment for inspections.
* Ensures that hazardous materials are shipped appropriately and that proper certifications are maintained.

**10% Record Maintenance and Inventory Control**

* Assists in maintaining daily and monthly shipping and receiving records.
* Logs shipments received and reports damaged shipments.
* Ensures accurate quantities and undamaged materials are distributed.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.
* Two years of related experience.

**Required Licenses and Certifications:**

* None.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* Ability to lift and move heavy objects.
* Ability to climb stairs and ladders.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**