**Shipping and Receiving Specialist Standard Job Description**

**Classification Title:** Shipping and Receiving Specialist

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 8

**Job Description Summary:**

The 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 Operations Management**

* Ships materials to locations around the world and coordinates outbound and inbound shipments for export and import regulations compliance.
* Receives internationally and domestically shipped equipment, supplies, and goods and handles these shipments using various methods.
* Prepares export, import, and hazardous materials documents to comply with applicable regulations and ensure acceptance of materials at ports.
* Coordinates the preparation of shipping papers, customs declarations, and bills of lading with freight forwarding companies for shipment.

**20% Compliance with Hazardous Materials Regulations**

* Oversees compliance with hazardous materials handling and shipping procedures.
* Develops and maintains transportation and distribution procedures to maximize delivery efficiency.
* Stays abreast of changing rules and regulations in the intermodal transportation industry and ensures adherence to all applicable regulations.

**10% Documentation and Record Keeping**

* Reviews and evaluates shipping documentation for discrepancies in export compliance information.
* Maintains daily and monthly shipping and receiving records and assists in logging shipments received.
* Assists in preparing documentation, including hazardous material documentation, to ready equipment and supplies for forwarding.

**10% Safety Monitoring and Facility Management**

* Assists in monitoring safety procedures in the Shipping/Receiving loading dock area and shop.
* Organizes, cleans, and maintains equipment and facilities related to shipping and receiving operations.
* Operates vehicles to pick up or deliver small local packages and supplies for various internal customers.

**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:**

* High school graduation or any equivalent combination of training and experience.
* Four 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**