JOB DESCRIPTION

Supervisor, Shipping and Receiving - NFSMI

Definition of Class
Incumbent in this position is responsible for the orderly, efficient distribution of training publications. Incumbent coordinates activities associated with the reproduction, storage, and shipping of printed materials and supplies. Incumbent provides indirect supervision to part-time employees and reports directly to the Sales and Materials Manager.

Examples of Work Performed
Maintains files and properly records shipment information into appropriate logs, including UPS, Federal Express, and Airborne Express.

Arranges for insurance on parcels which exceed carriers normal maximum coverage.

Assists in tracing lost, misdelivered, or damaged shipments.

Obtains shipping supplies and properly packs orders for shipment.

Ensures appropriate inventory levels and prepares monthly inventory report.

Coordinates printing activities to ensure timely receipt of materials.

Maintains and updates customer database used for promotional activities.

Oversees mass-mailing of promotional materials.

Assists in planning work schedules for part-time employees; maintains time records.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Coordinates storage and shipping activities; prepares and maintains all shipping and inventory related records.

2. Selects printing source and ensures appropriate reproduction of materials.

3. Maintains customer database and organizes promotional mailings.

4. Assists in arranging work schedules of part-time employees.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a
job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to stoop, kneel, crouch, or bend; and reach with hands and arms. The incumbent is occasionally required to stand; walk; and sit.

**Experience/Educational Requirements:**

- **Education:**
  Graduation from a standard four-year high school or equivalent (GED).

**AND**

- **Licensure:**
  Valid Mississippi Driver’s License.

**Interview Requirements**

Any candidate who is called to an agency for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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