**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Logistics Coordinator

**Job Number:** SB-020

**NOC:** 1511

**Band:** 5

**Department:** Finance Department

**Supervisor Title:** Manager, Print & Retail Services

**Last Reviewed:** October 22, 2019

**Job Purpose**

Coordinate the centralized receiving for the University. Receive all incoming shipments, redirect when necessary, accept and input chemical deliveries into chemical inventory database. Prepare outgoing shipments. Liaison with Facilities Management and Science Facilities regarding the management of deliveries and shipments of large items (equipment and materials). Work closely with Purchasing to adhere to Broader Public Sector procurement directives including but not limited to compliance, internal controls and transparency.

**Key Activities**

1. Responsible for processing and tracking inbound and outbound shipments (courier/Canada Post/printshop) daily using both Colleague and UPS tracking system
2. Record inbound courier and Canada Post packages
3. Receive or redirect freight for the University
4. Inspect and verify shipments against Purchase Order using Colleague
5. Process and enter into inventory chemicals (excluding bulk), using HECMET platform.
6. Act as point of contact regarding items being shipped or received for the University.
7. Process outgoing courier shipments both domestic and international.
8. When requested or necessary, advise consignees when shipments have been received, particularly those frozen and perishable.
9. Upon request supply information such as, shipping rates, expediting advice, arrival times, etc.
10. Follow the legislated requirements pertaining to the transportation of dangerous goods.

**Education**

* Grade 12 with previous experience in receiving, storage and distribution of supplies or an equivalent combination of education and work experience

**Experience Required**

* At least 3 years of experience in materials management, logistics or shipping/receiving
* Valid driver’s licence.
* Specific knowledge of regulations pertaining to shipping receiving both international and domestic and customs clearance.
* General knowledge of record keeping techniques.
* General knowledge of delivery techniques.
* Ability and judgement to handle sensitive data with complete confidentiality.
* Ability to handle hazardous goods, chemicals and perishable goods according to health and safety regulations and governmental legislation.
* Effective communication skills.
* Computer literacy
* Demonstrated ability to work independently.
* Must be physically capable of routinely lifting/handling heavy mail, parcels and other materials.

**Communication**

* Excellent customer service and quality control skills
* Good oral and written communication skills

Internal:

* Staff - requesting information and dropping off or picking up shipments
* Faculty - requesting information and dropping off or picking up shipments
* Students - requesting information and dropping off and picking up mail
* Contact can be confrontational due to misplaced or mis-delivered mail

External:

* Couriers
* Truckers
* Contractors
* Others - asking directions

**Motor/ Sensory Skills**

* Dexterity and Co-ordination
  + Able to use hand held scanner
  + Operate computer and keyboarding
  + Labelling of chemical shipments
  + Prepare manifests and shipping documents
* Visual/touch/smell
  + Inspection of packages
  + Handling of shipments
  + Handling of chemicals

**Effort**

Mental:

* Sustained attention
  + Receiving and pairing with purchase orders
  + Chemical handling and labelling
  + Entering information into inventory
  + Respecting policies and procedures regarding the chemicals and handling of them.
  + Time management
  + Organizational skills
  + Maintaining precision, accuracy and neatness.

Physical:

* Walking - Loading delivery truck, receiving merchandise, moving boxes.
* Standing - Loading delivery truck, receiving merchandise, moving boxes
* Bending/lifting/carrying/pushing/pulling/extending/reaching - Loading delivery truck, merchandise, and moving boxes

**Working Conditions**

Physical:

* Confined Space
* Odors
* Extremes of cold (December - March)
* Dusty/Dirty conditions
* Lighting

Psychological:

* Time Pressure
* Interruptions
* No control over work pace
* Monotony and Repetition
* Isolation