#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Logistics Coordinator

**Job Number:** SB-020 | VIP: 1246

**Band:** OPSEU- 6

**NOC:** 1511

**Department:** Finance Department

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

**Last Reviewed:**  June 1, 2021

#### **Job Purpose:**

Reporting to the Manager, Print and Retail Services, this position will provide operational and administrative support to the Shipping and Receiving department. It will primarily lead and work alongside the two Logistics Agents in the coordination of the logistics for the University.

This position coordinates 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 both domestic and international. Works closely with Purchasing to ensure adherence to procurement directives, including but not limited to compliance, internal controls and transparency. Coordinates with the Purchasing Office with respect to the receipt of goods, services and intangible procurements. Facilitates with Purchasing Services modifications, discrepancy and/or issues with purchase orders. Liaison with Facilities Management and Science Facilities regarding the management of deliveries and shipments of large items (equipment and materials). Acts as a team lead/supervisor for the departments two Logistics Agents.

#### Key Activities:

1. Establish processes for best practices for shipping/receiving and delivering across campus.
2. Prepare monthly financial interfaces for UPS and Postage.
3. Maintain monthly logs for shipments made by research departments.
4. Monitor and maintain inventory of shipping supplies.
5. Process the receipt of goods associated with a purchase order in Ellucian
6. Retain and file receipt of goods documentation in the associated purchase order digital file.
7. Facilitates with Purchasing Services modifications, discrepancy and/or issues with purchase orders.
8. Responsible for the oversight of processing and tracking inbound and outbound shipments (courier/Canada Post/print shop) daily using both Colleague and UPS tracking system
9. Receive or redirect freight for the University
10. Inspect and verify shipments against Purchase Order using Colleague
11. Process and enter into inventory chemicals (excluding bulk), using HECMET platform.
12. Act as point of contact regarding items being shipped or received for the University.
13. Process outgoing courier shipments both domestic and international.
14. When requested or necessary, advise consignees when shipments have been received, particularly those frozen and perishable.
15. Upon request supply information such as, shipping rates, expediting advice, arrival times, etc.
16. Follow the legislated requirements pertaining to the transportation of dangerous goods.

#### Education Required:

* 2 year post secondary diploma in Supply Chain and Operations, Materials/Logistics

#### Experience/Qualifications 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 and experience using automated receiving system
* Demonstrated ability to work independently.
* Must be physically capable of routinely lifting/handling heavy mail, parcels and other materials.

#### Supervision:

* Lead hand to the two Logistics Agents (SB-085).
* Provide training, guidance and direction, assigning and monitoring work for accuracy and completion and providing input into staffing decisions and performance evaluations.

**Job Evaluation Factors:**

**Communication**

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

Internal:

* Directing and overseeing team members
* 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
* Work closely with Purchasing Services regarding purchase order receiving needs, issues and discrepancies

External:

* Couriers
* Truckers
* Contractors
* Others - asking directions

**Motor/ Sensory Skills**

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

**Effort**

Mental:

* Sustained attention
  + Preparation of reports and interfaces
  + Internal 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:

* Leading a team
* Time pressure
* Interruptions
* No control over work pace
* Monotony and Repetition
* Isolation
* Prioritizing