Clerk, Senior, Warehouse

FLSA Status: Non-Exempt
Pay Grade: 7
Job Title ID: 16357
Job Series/Job Family: Business Services Series / Purchasing/Inventory Family

Reports To

Warehouse Supervisor

Job Purpose

To coordinate mail processing and delivery for ACC, the daily work flow of postal operations College-wide and warehouse operations.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Coordinates and performs mail processing and delivery activities; ensures legal processing and security of all mail.
2. Prepares, processes, and meters all classes of mail including UPS, DHL, and FedEx; coordinates distribution of checks and accounts payable security bags; delivers all metered mail to the US Post Office.
3. Processes United States Postal Service (USPS) bulk mail, 1st class resort, certified express mail, international mail and customs reports; utilizes and maintains postage machine; maintains certified logs for post office.
4. Performs warehouse inventory activities including conducting a physical inventory of the warehouse, entering database information, and updating the Fixed Asset Datatel system.
5. Provides assistance with the administration of General Stores including ordering stock, maintaining inventory, maintaining account log book, and processing end of month reports.
6. Receives, checks, and verifies incoming warehouse shipments including visually inspecting packages, signing for deliveries, and/or refusing delivery of packages.
7. Provides assistance with coordinating inventory of assets for auction, salvage disposal, and storage; maintains accurate records for all processed goods.
8. As required, delivers and picks up equipment and items at various campus locations and departments throughout ACC; loads and unloads trucks at the warehouse.
9. Stocks and pulls warehouse items; processes incoming requests and paperwork.
10. Assists with coordinating warehouse workflow and training of warehouse personnel as required.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Inventory and warehouse documentation.
- Postal procedures and regulations.
- Postal data systems.
- General Stores administration processes.
- Warehouse operations and safety standards.
- General fixed asset management and auction processes.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Effectively using organizational and planning skills with attention to detail and follow through.
- Performing various warehouse operations activities.
- Receiving, unloading, inspecting, and processing deliveries.
- Stocking and pulling inventory.
- Processing mail in accordance with postal regulations and procedures.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Must be able to continuously perform the essential functions of the job for an eight hour shift, with the exception of designated break periods.
- Must be able to detect signs of dangerous obstacles and hear a horn/warning device at a distance of 30 yards.
- Routine carrying and lifting of objects up to 100 pounds.
- Work involves climbing stairs, ladders, and working at heights above 30 feet.
- Work involves walking, standing, kneeling, and stooping.

Work Experience

Required

- Two years mail processing or warehouse work experience.

Preferred

-

Education

Required

- High School diploma or equivalent.

Licenses/Certifications

Required

- Valid Texas Drivers License.Forklift Certification.

Other

Preferred

- Knowledge of Bulk Mail regulations and processes.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and

prudent actions to prevent others from engaging in unsafe practices.