

The University of Texas at San Antonio

Job Description

Job Title: Receiving Supervisor
Code: 6455
Salary Grade: 57
FLSA Status: Non Exempt
Department/Division: Central Services/Materials Management
Reports To: Warehouse Manager

Summary

- Function: To supervise the distribution of equipment, materials, and supplies received to either requesting department or warehouse storage.
- Scope: Responsible for overseeing receipt of all purchased equipment, materials, and supplies with responsibility to inspect cartons, boxes, and containers for damage and efficiently check items received against items ordered.

Duties

- Typical:
 1. Devises, implements and supervises an accurate and efficient receiving records system.
 2. Advises on need for follow-up on delinquent delivery of orders.
 3. Inspects orders as received for damage whether obvious or concealed.
 4. Ascertain that items or equipment received are in correct quantity and otherwise comply with initial order.
 5. Contacts and coordinates functions as necessary with appropriate purchasing, inventory, stores, security and other departmental personnel.
 6. Trains assigned personnel in receiving procedures.
 7. Develops work schedules and assigns tasks and responsibilities to personnel.
 8. Performs other duties as assigned.
- Periodic:
 1. Assists in taking inventories.
 2. Prepares consolidated reports of receiving activities.

Education

Required	Preferred
High school diploma or GED.	Bachelor's degree in Business Administration or a related field of study.

Other Requirements

Required	Preferred
Working knowledge of sources of supply for materials being received.	Knowledge of distribution for items related to specific departments.
Demonstrated ability to work cooperatively with co-workers, vendors, freight line personnel and institutional employees.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Four years of experience in receiving, storing and disbursing supplies with at least one year in a supervisory capacity.	Similar experience in a college or university setting.

Equipment

Required	Preferred
Materials handling equipment, personal computer and standard office machines.	N/A

Working Conditions

Usual	Special
General warehouse conditions.	Exposure to hazards of materials moving and storage.
Normal office conditions.	

Supervision

Received	Given
Review by superiors for overall effectiveness and efficiency of operations.	Direct supervision of assigned personnel.

Accuracy

Proficiency in all phases of the duties performed. Extreme accuracy in records maintenance and report preparation.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.