

**Posted:** November 15, 2023



## POSITION ANNOUNCEMENT

**TITLE:** SHIPPING & RECEIVING TECHNICIAN

**DEPT:** EMRTC

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$16.00-\$18.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.**

**INTERNAL POSTING THROUGH:** November 27, 2023\* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB SUMMARY:

The Shipping/Receiving Technician provides support to the organization in all matters pertaining to shipping and receiving operations conducted at the EMRTC warehouse and adjacent areas. The Technician is responsible for; loading/unloading deliveries, preparing shipments, printing shipping labels, packaging materials, copying packing slips, contacting end-users, and relaying information to the purchasing office. The Technician also is tasked with filing proper documentation, maintaining stores stock, completing charge forms for consumable inventories, and maintaining adjacent grounds/yards.

### JOB FUNCTIONS:

- Performs shipping and receiving duties to include; packaging, labeling, crating, banding, weighing, loading and unloading shipments, contacting vendors, and filing documentation. 30%
- Provides customer support by assisting with the coordination of shipping/receiving dates/times and notifying end-users that their orders have arrived. Coordinates available times/days with freight vendors and communicates anticipated delays for loading/unloading shipments. Relays information and provides documentation to the EMRTC Purchasing Office. 15%
- Orders, stocks, maintains, and inventories consumable materials stock. 10%
- Operates fleet vehicles, box vans, forklifts, and secures loads. 10%
- Maintains and cleans warehouse, adjacent grounds/buildings, and fleet vehicles. 10%
- Participates in annual Federal and State property inventories by assisting in locating inventory-tagged property. 5%
- Maintains duplicate vehicle keys lock boxes and issues keys when instructed/necessary. 5%
- Relocates and/or installs furniture throughout EMRTC offices.
- Provides temporary storage and delivers unused/unwanted property to the NMT Property Office for disposal. 5%
- Completes safety trainings and attends meetings as directed. 5%

### REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Excellent written and verbal communication skills. Computer skills in MS office suite. Must be able to lift 70 pounds. Demonstrated organization and filing skills. Forklift experience. Previous experience in shipping/receiving operations and managing inventories.

**DESIRED QUALIFICATIONS:**

Experience reading and interpreting regulations and SDSs. Valid New Mexico driver's license. Defensive Driving Certificate and Forklift Certification within 6 months of employment. CPR/First Aid certified within 3 months of employment. This position MAY require a Department of Defense security clearance through Secret to be obtained.

**LIFTING REQUIREMENTS:**

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	F
50 - 100 pounds	O
100 + pounds	S

**PHYSICAL DEMANDS:**

Standing 25%	Sitting 5%	Walking 25%	Pulling 5%
Pushing 5%	Lifting 10%	Stooping 10%	Kneeling 5%
Crawling	Climbing 5%	Reaching 5%	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)