

## RECEIVING & SHIPPING CLERK

### POSITION SUMMARY

Division: Business Office

Category: Local Administrative Assistant

Reports to: Purchasing Officer

Start Date: March 1st 2023

Contract Length: One year, full time

### CREATIVE COURAGEOUS COMPASSIONATE

**VISION:** We aspire to be a creative, courageous and compassionate learning community dedicated to a better world for all.

**MISSION:** AISB engages learners with a rigorous and balanced international education that inspires students to get the best from themselves and others and to be ethical and open-minded in their thinking about our world.

**INCLUSION STATEMENT:** AISB is committed and continues to strengthen our practices in creating a safe, inclusive and equitable school community where everyone feels a sense of belonging.

### REQUIREMENT:

- Proven experience as receiving/shipping clerk or similar position
- Knowledge on how courier/transportation companies operate
- Familiar with the specific delivery documentation
- Basic level Excel skills
- Ability to communicate in English
- Experience in operating hand and electrical forklifts
- Handle space arrangements for incoming shipments in the available storage area
- Solid understanding of health and safety regulations
- Great communication and interpersonal abilities
- Keen eye for detail
- Good physical condition and able to lift/pull/carry up to 75 pounds

### JOB RESPONSIBILITIES

- Collaborates with the Purchasing Officer to plan and monitor expected deliveries.
- Ensures physical receipt and inspections for the received items for quantity, condition and any special specifications as indicated on the purchase order/shipping documents; records quantity discrepancies or any product damages and informs and coordinates with the Purchasing Department in order to determine the steps to follow.
- Compares packing lists to purchase orders and ensure that the delivered products match the requested specifications.
- Responsible for product warranty claims and returns processes.
- Receives and signs paperwork upon receipt of goods and materials (Invoice, Delivery Note, AWB, Bill of Lading, CMR, Packing List) and notifies other involved Departments for completion of the purchasing process
- Maintains records of incoming and outgoing orders/shipments in the online purchasing system and ensures accurate data processing in order to enable timely update of delivery status and on the available stock of goods and materials.
- Responsible for delivering the orders to the requesting department/end user.
- Provides mail services to all school departments by sorting and routing incoming mail to correct mailboxes.
- In charge with placing the purchase orders for specific type of materials as agreed with Purchasing Officer
- Receives shipments and unload packages from incoming couriers/trucks

