Job Title: Central Receiving Supervisor

BCAT Code: 09SX04  Effective Date: April 1, 2007
Pay Grade: G13  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Oversees the shipping and receiving department from which materials are received and shipped out.

Examples of Duties
- Plans, supervises and coordinates the work of employees assigned to the department.
- Inspects shipments for damages and notes adjustments.
- Inventories received shipments.
- Maintains the shipped materials in good condition during their storage in the department.
- Maintains a filing system of invoices and related records.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of shipping and receiving methods.
- Knowledge of material handling and storage procedures.
- Knowledge of billing.
- Effective time management skills.
- Effective organizational skills.
- Effective oral and written communication skills.
- Ability to supervise and train others.

Minimum GSU Hiring Standards
High school diploma or GED and three years of related experience; or a combination of education and related experience.