



USF Job Class Description

JOB CODE: 3237
JOB TITLE: Receiving Manager
PAY PLAN: 21
CAREER BAND: E
FLSA: Exempt
CBU : 29
Effective : 4/20/2007

Job Title: Receiving Manager

Job Summary

A Receiving Manager manages and oversees the day-to-day activities of the shipping and receiving area on a USF campus. This position also supervises and coordinates the activities of Central Receiving employees including scheduling and allocation of work assignments.

Nature of Work

This position typically reports to an Associate Director, Assistant Director or other appropriate administrator at a University of South Florida campus. A Receiving Manager verifies and maintains accurate records on incoming and outgoing shipments, inspects shipments, reconciles packing slips or manifests with actual items, and verifies that materials are delivered to the correct departments or properly stored. This position requires considerable contact with suppliers, subordinates and other staff members to attain common goals. This position requires a high degree of independence and is expected to exercise independent judgment. A Receiving Manager must possess excellent managerial skills and must ensure that the department is in compliance with USF regulations. This position also requires the physical ability of lifting up to 50 lbs.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Prioritizes shipping and receiving tasks including creating a timely and accurate delivery schedule.
- Manages the shipping and receiving team
- Develops a detailed understanding of the shipping and receiving requirements for USF.
- Supervises the packing of items and the verification of the related paperwork
- Makes recommendations regarding staffing requirements
- Coordinates the scheduling of assistants and staff members

- Determines cost effective shipping methods and verifies that complete orders have been shipped and received in accordance with USF requirements.
- Follows up on reported claims.
- Maintains inventory of all shipping supplies, including boxes, packing material, tape labels and any special supplies.
- Performs other assigned duties that are within the area of knowledge and skills required by the job.

Minimum Qualification Requirements

This position requires a High School diploma or equivalent and two to three years of managerial experience. This position also requires knowledge of shipping and receiving methods such as UPS, FEDEX, DHL, domestic and international shipping and use of online shipping methods. Computer proficiency is required principally in Microsoft office. The ability to lift up to 50 lbs is also required. An A.A. or Associate Degree in a business related field is highly preferred.