



POSITION NUMBER: 4276

**UNIVERSITY OF SOUTH ALABAMA
HUMAN RESOURCES
ANNOUNCEMENT OF VACANT POSITION**

TITLE: Shipping Receiving Clerk
Regular/Full-time

Monday – Friday
8:00 a.m. – 5:00 p.m.

MINIMUM REQUIREMENTS: High school diploma or equivalent.

ESSENTIAL FUNCTIONS: Maintains computerized records of all property, equipment, and materials shipped and received; matches invoices and shipping bills; routes or moves shipments to appropriate department; obtains proper signature and maintains log of person receiving goods; prepares shipping documents and mailing labels for outgoing shipments; ensures proper packaging and safe handling of hazardous and bio-hazardous material shipments; sorts, moves, and directs loading of shipments at the loading dock; moves equipment and supplies weighing up to 20 lbs.; greets and routes visitors; ability to work schedule as defined and overtime as required; regular and prompt attendance.

Related duties as required.

Qualified applicants may apply in person Monday-Friday, 8:00 a.m. – 5:00 p.m. in the office of Human Resources or complete the electronic employment application forms as per the on-line Application Process instructions and send them to:

Human Resources
University of South Alabama
USA Technology & Research Park Bldg III, Suite 2200
307 University Blvd N.
Mobile, Alabama 36688-0002
jobscampus@usouthal.edu

LOCATION: Mitchell Cancer Institute
Mitchell Cancer Institute

OPEN AS OF: July 2, 2008

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AN EQUAL OPPORTUNITY / EQUAL ACCESS EMPLOYER