

|  |
| --- |
| **Receiving & Distribution Manager** |
|  |  |
| **Campus:** | Americus |
|  |  |
| **General Duties:** | Receives all materials ordered by SGTC; assists with unloading trucks; reconciles items received against packing invoices; accurately enters information in TeamWorks Accounting System of received goods; assigns inventory numbers and labels the items accordingly; delivers materials to departments on both campuses; operates delivery vehicles safely and properly; stores items not ready for delivery; and maintains all receiving records and files for auditing purposes. Ships all packages from SGTC; maintains a written log of shipped goods; prepares purchase orders for package billing; and maintains all shipping records and files for auditing purposes. Maintains an accurate up-to-date inventory of all properties of SGTC in the TeamWorks Software System; conducts annual institutional physical count of all inventory and quarterly inventory sample audits of counts; and processes property through the State of Georgia surplus system upon authorization by the President or designee. Maintains an adequate level of inventory of and/or dispenses central supply warehouse materials for SGTC use; maintains adequate hours of daily operation for employee sales; arranges stock in an orderly manner for sale and maintains monthly accounting records of sales. Supervises Part-time Shipping, Receiving and Inventory Technician(s). Responsible for reconciliations and will be a GA Purchasing Card Holder. All other duties as assigned. |
|  |  |
| **Education Requirements:** | Bachelor’s Degree \*and\* Three (3) years of work-related experience. NOTE: Experience may substitute for the degree on a year-for-year basis.  |
|  |  |
| **Minimum Qualifications:** | Must pass a credit check. Knowledge of packing and shipping of packages; Knowledge of physical inventory parameters for the State of Georgia; Knowledge of the State of Georgia asset management inventory parameters; Knowledge of proper postage rates and classification; Ability to operate forklift equipment; Ability to evaluate the condition of property of the College to make recommendations to repair, replace, or dispose; Supervisory skills; Skill in the operation of computers and job-related software; Skill in interpersonal relations and in dealing with the public; Decision making and problem-solving skills; Oral and written communication skills. |
|  |  |
| **Preferred Qualifications:** | Previous experience working in a post-secondary educational environment. Valid Driver’s License. Fork-lift certification or ability to obtain. |
|  |  |
| **Physical Demands:** | Talking, hearing, the entire field of vision/periphery required, walking, intermittently standing, climbing, lifting 40-50 pounds, bending, stooping, kneeling, reaching, pushing, pulling, and sitting. |
|  |  |
| **Compensation:** | Full-time position. Salary commensurate with education and experience. |
|  |  |
| **Benefits:** | State of GA Benefits package available. |
|  |  |
| **Reports to:** | Director of Administrative Services |
|  |  |
| **Application Deadline:** | April 30, 2025, at noon.  |
|  |  |
| **Application Instructions:** | Please complete our SGTC application on our website [**www.southgatech.edu**](http://www.southgatech.edu) access this by clicking on the link **Careers @ SGTC**. For further assistance call the Human Resources Office at (229) 931-2454 or (229) 931-2450 or by emailing Erika.Carrillo@southgatech.edu or Suzanne.Singletary@southgatech.edu.  |
|  |  |
| **Notices:** | Pursuant to college policy, a thorough background investigation, including a criminal history check, shall be conducted on all candidates prior to being hired for any position with SGTC. |
|  |
| Position Number: | 00168475 | Job Code: | 31117 |