#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Logistics Agent

**Job Number:** SB-085 | VIP: 1200

**Band:** OPSEU- 4

**NOC:** 7514

**Department:** Financial Services

**Supervisor Title:** Supervisor, Logistics Services

**Last Reviewed:**  June 1, 2021

#### Key Activities:

1. Provide support to Logistics Coordinator in processing and tracking inbound and outbound shipments (courier/Canada Post/Print Shop) daily using both Colleague and tracking system.
2. Sort Canada Post incoming and outgoing mail. Stamping outgoing mail.
3. Sort internal mail.
4. Deliver mail and parcels across campus, including Traill.
5. Drive departmental van and assist in delivering mail and parcels to various University buildings. Pick up outgoing mail, print jobs and packages at same time.
6. Record driving/delivery information in log book.
7. Deliver received chemicals to individual labs.
8. Handle perishable and hazardous goods; understand and conform to current government standards.
9. Provide back up and coverage to the Logistics Coordinator in daily aspects of Coordinator’s responsibilities. Including but not limited to:
   1. Receive or redirect freight for the University
   2. Process and enter into inventory chemicals (excluding bulk), using HECMET platform.
   3. Process outgoing courier shipments both domestic and international
   4. When requested or necessary, advise consignees when shipments have been received, particularly those frozen and perishable.
   5. Upon request supply information such as, shipping rates, expediting advice, arrival times, etc.
   6. Follow the legislated requirements pertaining to the transportation of dangerous goods.
10. Provide support to Print Shop, time permitting.

#### Education Required:

* 1-2 year post secondary certificate or diploma program

#### Experience/Qualifications Required:

* 1-2 year related experience delivering/sorting/picking up mail/parcels.
* 6 months related experience in production, finishing and imposition in a print shop environment.
* Must hold a valid Ontario Driver’s Licence – Class ‘G’ minimum; as a condition of employment, verification of competency is required by producing an original Province of Ontario driver’s abstract, current to within 30 days of the date of the conditional job offer.
* Criminal Record Check (dated within the last 6 months) will be a required condition of employment.
* Must be familiar with perishable and hazardous goods and how they are to be handled; understand and conform to current government standards. TDG an asset.
* Must be familiar with AODA standards
* Must have excellent organization skills and show strong attention to detail.
* Demonstrated knowledge of record keeping techniques.
* Demonstrated skill using various computer programs including, the compliment of Microsoft Office Suite, at a proficient level.
* Demonstrated skill using handheld technology and tracking software
* Demonstrated skill in a print production environment.
* Demonstrated skills in, and commitment to, customer service and continuous improvement.
* Demonstrated ability to work independently.

#### Supervision:

* No formal supervision of others is required.

**Job Evaluation Factors:**

**Communication**

Internal:

* Staff - requesting information and dropping off and picking up mail
* Faculty - requesting information and dropping off and picking up mail
* Students - requesting information and dropping off and picking up mail
* Contact can be confrontational due to misplaced or misdirected mail
* Staff and faculty requesting courier shipments

External

* Canada Post
* Couriers
* Freight delivery drivers
* Mechanics
* Contractors
* Print Shop external customers

**Motor/ Sensory Skills**

* VISUAL/TOUCH/SMELL
  + print finishing, binding, trimming, sorting mail and machine operation (sorting and stamping).
  + Machine Operation
  + Mail sorting and machine operation, reading scantrons and interpreting data.
  + Receiving packages and entering into tracking software.
  + Handling of packages
  + Handling chemicals
  + Print finishing
  + Using software for preparing courier packages, billing and postage machine
  + Inspection of vehicle
  + Loading vehicle safely (no shifting/falling of load)
  + Awareness of surroundings to make sure nothing will impede access to loading dock and shipping area
  + Awareness of surroundings at Print Shop to ensure pathways are clear, machinery is on/off or running.
* DEXTERITY
  + Driving and parking vehicle
  + Finishing work (cutting, trimming, stacking)
  + Lifting and moving packages – usually alone
* HEARING
  + Constant awareness of what is going on around you (ie. Driving, parking)
  + Listening to vehicle for any mechanical, brake or tire issues.
  + Listening for door and activity at dock (couriers, internal customers, Canada Post, etc.)
  + Listening to machinery during at Print Shop and SRC. Ensuring no issues.

**Effort**

Mental:

* Sustained attention
  + Touching/working with chemicals and machinery
  + Using software and paying attention to detail
  + Maintaining safe working environment
  + Interaction with clients
  + Mail sorting and stamping
  + Processing marking of scantrons

Physical:

* Walking - Loading delivery truck, receiving merchandise, moving boxes, sorting mail
* Standing - Loading delivery truck, receiving merchandise, moving boxes, sorting mail
* Bending/lifting/carrying/pushing/pulling/extending/reaching - Loading delivery truck, merchandise, moving boxes, sorting mail receiving.
* Keyboarding - Stamping Mail, answer email, inbound packages

**Working Conditions**

Physical

* Poor weather - Driving conditions
* Noise, fumes, extremes of hot and cold - Traffic, loading docks
* Dusty/Dirty conditions
* Lighting

Psychological:

* Dealing with frustrated people - Looking for lost mail, packages or inquiring charges.
* Interacting with people with regard to deliveries and shipments
* Fastpaced and required to be flexible in scheduling