



## **Job Specification**

**Job Title: Central Receiving Supervisor**  
**BCAT Code: 500X AG**  
**Pay Grade: G10**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Exempt**

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### **General Description**

Oversees 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.
- Checks for damaged shipments and notes adjustments.
- Inventories received shipments.
- Maintains security of materials while in the department.
- Maintains 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 oral and written communication skills.
- Effective organizational skills.
- Effective time management skills.
- Ability to supervise and train others.

### **Minimum GSU Hiring Standards**

High school diploma or GED and three years experience; or a combination of education and experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*