

SHIPPING AND MAILING SUPERVISOR

I. DEFINITION

SHIPPING AND MAILING SUPERVISOR

Positions are responsible for the supervision of one or more: (1) a shipping and mail processing center at a UW institution; (2) a central mail room or rooms serving several divisions of a campus; or (3) a sub-unit of a mail processing operation serving several buildings or facilities of one institution. Work is performed under general supervision.

Examples of work include, but are not limited to:

- Plan, schedule, and supervise the work of staff.
- Recommend changes in policies and procedures.
- Plan, evaluate, organize, and implement changes to operational activities.
- Coordinate shipping and mailing services with United States Postal Service.
- Analyze spending levels, postal trends, surpluses/deficits, and other reports to assist with budget preparation.
- Assist with the procurement of equipment, including analyzing cost effectiveness, developing specifications, and recommending acquisition or leasing.
- Maintain customer services/relations.
- Monitor vendor contracts.
- Maintain records, including computerized charge-back processes or other invoice preparation, private carrier logs, usage statistics, and equipment maintenance.
- Ensure that safety standards, security procedures, and departmental work rules are observed and maintained.
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II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED POSITION

Inventory Control Supervisor