

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: BUSINESS LOGISTICS TECHNICIAN

Reports To: Designated Supervisor

UW Job Code: 7300

UW Job Family: 72 - Service/Maintenance/Support

SOC Code: 41-2031

FLSA: Non-exempt

Pay Grade: 17

Date: 7-15-17

JOB PURPOSE:

Serve as the lead representative for Surplus Property, including all in-store sales and customer service. Execute public relations and social media outreach using various platforms to disseminate Surplus Property information. Administer all marketing, sales and social media initiatives for Surplus Property.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Facilitate all walk-in and online sales of surplus merchandise; assist with retail storefront sales of surplus merchandise.
- Responsible for maintaining electronic and physical inventory of each sale item(s). Responsible for assisting customers by answering a variety of questions related to the surplus inventory as well as assisting with direct purchases.
- Assist with storefront merchandise appearance and pricing.
- Provide exceptional customer service in person, over the phone, and by email.
- Ensure that all data containing devices are properly identified, sanitized and/or destroyed prior to leaving University property.
- Determine the salability and proper disposition method of all IT-related items.
- Determine fair market value for items to be sold and price items in the warehouse accordingly.
- Shipping and Receiving: receive, inspect, sort, scan, deliver and pick up packages from carriers and customers using proper transporting equipment.
- Moving Services: move, load, and transport office furniture, classroom furniture, lab and research equipment, and other items requested by campus departments.

SUPPLEMENTAL FUNCTIONS:

- Snow removal.
- Provide backup services to Material Services and logistics handlers.

COMPETENCIES:

- Attention to Detail
- Consistency
- Safety Awareness
- Service Orientation
- Quantity of Work
- Work Standards

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **2 years of work-related experience**

Required licensure, certification, registration, or other requirements: **Valid driver's license**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Postal and commercial shipping methods and procedures.
- Safe transportation and moving equipment operation.
- Rules, regulations and procedures for safe handling/storing/return of hazardous freight shipments.
- Occupational hazards and safety precautions of the trade.
- Safe forklift operation and lifting methods and techniques.
- Basic computer data entry operation.

Skills and Abilities to:

- Enter basic computer data.
- Provide good customer relations.
- Perform simple arithmetic (add, subtract, multiply, and divide).
- Follow basic and routine verbal and written instructions.
- Sort, check, count, and verify numbers and materials.
- Detect problems and report information to appropriate personnel.
- Receive, stock, track, and distribute materials, supplies and equipment.
- Prepare routine administrative paperwork.
- Work as a team member and foster a cooperative work environment.
- Lift, manipulate and move objects weighing up to 100 pounds regularly.
- Safely operate pickup truck, van, forklift, dolly, pallet jack or other warehouse equipment and tools.
- Maintain safety, quality, and/or infection/hazardous control standards.

WORKING CONDITIONS:

Warehouse/office environment; regular driving of delivery vehicle and forklift; subject to confined spaces; exposed to temperature changes, driving in adverse weather conditions, vapors, fumes, noise, dirt, and dust; occasionally exposed to hazardous freight.

DISTINGUISHING FEATURES:

Logistics Handler I: Working under general supervision picks up and delivers supplies, equipment, or other goods to/from campus departments, receives and moves freight, checks and reports damaged or defective goods, prepares basic forms and freight bills including determining freight and shipping charges, and determines most efficient means of shipment.

Logistics Handler II: Working under limited supervision performs the work of a Logistics Handler I, and is a lead worker who may functionally supervise, train and schedule work of support staff.

Business Logistics Technician: Serve as the lead representative for Surplus Property, including all in-store sales and customer service. May also perform the duties of a Logistics Handler I and II when needed.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.