



Shipping, Receiving and Warehouse Technician

The **Greater San Diego Association of REALTORS®** is the premier real estate trade association in San Diego. We are the largest association in the state and the largest trade association in San Diego. We make a difference by providing training, benefits and resources to help our members excel in the real estate industry and we are looking for an experienced Shipping, Receiving and Warehouse Technician to join our team.

Summary

Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment by performing the following duties. Courier service to SDAR service centers and other locations as directed.

Responsibilities

- Compares identifying information and counts, weighs, or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, purchase orders, or other records.
- Records quantities received against purchase order. Unpacks and examines incoming shipments, records damaged items and shortages, and notifies Retail Director to rectify.
- Drops off and picks up at post office. Determines method of shipment. Posts weights and shipping charges, and affixes postage for all departmental mail including USPS, FEDEX and UPS.
- Fulfills fax and IMS orders in an efficient, accurate, and timely manner.
- Routes items to departments.
- Maintains inventory of shipping materials, supplies and stock for company.
- Uses company vehicle to deliver to SDAR service centers and other locations as needed.
- Support for Events Department including set up, break down, delivery of materials and miscellaneous duties.
- Record Storage Maintenance. Ability to accurately input or re-call inventory boxes of archival material at Corodata Record Storage per instructions from the Operations and Facilities Manager or Chief Financial Officer.
- Moves and arranges classroom furniture, set up and stock as needed.
- Building operations duties including opening the building and minor facilities maintenance.
- Off Site storage maintenance. Ability to store and retrieve items kept at Associated Storage facility that SDAR rents.

Qualifications

- Excellent tracking skills.
- Customer service experience desirable.
- Ability to demonstrate communication and interpersonal skills including email, with a high degree of respect, tact, diplomacy, and professionalism.
- Proven ability to establish and maintain strong working relationships with current vendors and staff.
- Ability to exercise discretion and judgment as a normal and recurring part of day
- Basic MS Office skills
- Ability to provide DMV report showing clean driving record.

GSDAR offers competitive salary and benefits package. We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform post-employment drug screenings.

Please e-mail resume and salary requirement to ssouza@sdar.com attn: Human Resources.