

University of Houston – Clear Lake Position Description

Job Title: **Receiving Clerk**

Job Code: **5714**

Pay Grade: **040**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	
Experience	Six months receiving experience.	
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Make deliveries on campus, log deliveries, complete paper work, pick up vendor returns, cleaning dock area, assisting other area as needed.

Duties and responsibilities	% Time
Make deliveries on campus.	60
Complete necessary paperwork.	20
Pick up vendor returns. Clean dock area. Assist supervisor as needed. Assist Central Stores.	20

This position description describes the general qualifications, duties and responsibilities of work being performed.