



# TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

## OPEN POSITION POSTING

**Opening Date:** 05/14/18

**Closing Date:** Until Filled

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**Position Title:** Warehouse and Support Services Specialist

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**Department/Division:** Information Technology and Support

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**Job Type:** Regular Full-time, Non-Exempt

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**Location:** 7557 Rambler Road, Suite 1200, Dallas, TX 75231

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### **BASIC FUNCTION:**

**Position description/objective:** Support and assist in all areas of Support Services to include but not limited to receiving, shipping, and inventorying materials of the BGCT, along with Post Office delivery. Set up for meetings, backup the kitchen, and other assigned projects and tasks.

**RESPONSIBILITIES/TASKS:** *NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.*

- \*1. Handle warehouse materials needs
- \*2. Pick up and deliver all mail as needed at the US Post Office by means of BGCT vehicle, including delivery of bulk mailings to vendor as needed. Deliver to and pick up product from order fulfillment provider.
- \*3. Back up Facilities Operations Manager using meeting room setup reports, set up meeting rooms as needed, working with meeting hosts.
- \*4. Back up Facilities Operations Manager, manage process to participate in building recycling program.
- \*5. Back up Kitchen Coordinator, for all tasks.
- \*6. Answer phones promptly, take accurate messages, and respond to email and text requests for information in a timely manner.
- \*7. Attend meetings and participate in training as required.
- \*8. Maintain compliance with the Baptist General Convention of Texas policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.

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- \*9. Assist/backup in the mailroom as needed with processing large mailings, sorting, counting, etc. as assigned.
- \*10. Perform other tasks as directed by supervisor.

\*Task which is considered to be an essential function of the job

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**POSITION REQUIREMENTS, KNOWLEDGE, SKILLS & ABILITIES:** *NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

1. Education generally acquired through an earned high school diploma or G.E.D. or equivalent 2 years of experience in related position.
  2. Ability to use a computer to maintain inventory. Ability to learn computer software program for maintaining inventory.
  3. Active membership in a church supportive of the BGCT during employment.
  4. Good customer service skills.
  5. Ability to drive a BGCT owned vehicle. Requires current, valid Texas Driver's license with good driving record in order to be eligible for coverage under the BGCT insurance plan.
  6. Proficient ability to speak, read and write English.
  7. Ability to use up to 100 pounds of force occasionally and/or up to 20 pounds of force frequently and/or 10 pounds continuously to move objects.
  8. Work deals mostly with operation of equipment such as forklift, pallet jack, and scissor lift in working with loading/unloading trucks, and manipulating inventory stock, as well as maintaining this equipment.
  9. The ability to become a licensed forklift operator based on current OSHA requirements or recommendations or current forklift operator license.
  10. Familiarity with postal procedures and shipping companies such as UPS, FedEx, etc.
  11. Ability to walk, stand and sit; also requires physical mobility allowing one to bend, stoop, and climb on a ladder.
  12. Must be able to work in a dusty environment, such as a warehouse.
  13. Ability to speak clearly and make oneself understood in face to face interactions; to articulate with accuracy on the telephone.
  14. Ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
  15. Ability to concentrate on fine detail with some interruption; ability to focus attention on tasks for 45-60 minutes at a time on a continuous basis.
  16. Ability to work independently and as part of a team; ability to remember verbal and written tasks/assignments from a few hours to long periods of time.
  17. Ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
  18. Good organizational skills; ability to multi-task.
  19. Professionalism in the workplace to include professional and accurate communication with others.
  20. Commitment to Christian principles and teachings both professionally and personally.
  21. Working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Excel, Google email and calendar, and internet skills.
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The purpose of BGCT job descriptions is to describe the basic function, major responsibilities/tasks and essential functions of each job so that employees can be aware and understand what is expected of them. The descriptions also provide information useful for recruiting, training and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees.

A job description is not meant to inhibit employee creativity or innovation. The description will be revised as job responsibilities change materially.

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**CONTACT:**           **Human Resources**  
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**Texas Baptists is an Equal Opportunity Employer.**