



Position Announcement

Title:	Financial Support Associate Part-time (Shipping and Receiving Clerk)
Classification:	Non-Exempt – Part-time
Direct supervision received from:	TCATN Vice President of Finance and Human Recourse
Functional supervision received from:	TCATN President
Office Location(s):	100 White Bridge Pike; Nashville, TN 37209
Hours:	Monday – Friday 9:00 a.m. – 2:30 p.m. (30 Hours Weekly)

DUTIES AND RESPONSIBILITIES:

- Receive and inspect incoming goods for accuracy and quality.
- Count, weigh or measure items of incoming shipments in order to verify information against invoices, orders, bills or other records.
- Examine and unpack incoming shipments; record shortages and reject damaged items.
- Route items to various programs/departments.
- Examine incoming shipments to ensure they meet specifications.
- Trace and track shipments to ensure timely delivery.
- Sort, count, identify, verify and track all material to maintain accurate inventory records.
- Verify receipts and log them according to required procedures.
- Investigate and resolve situations where items received are not properly documented in the receipt log
- Cooperate with representatives from other departments in the organization to provide receiving information as requested
- Perform regular material audits to ensure that material is undamaged and maintained neatly throughout the storage area.
- Ensure that all documents and material received in are of satisfactory quality
- Perform all other work as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS:

- Must possess organizational and communication skills.
- Evidence of good character, mature attitude, and stable personality.
- Must possess computer skills and/or relevant computer certifications.
- Prior teaching or evidence of ability to teach students is a plus.
- Must pass a background check

**EDUCATION AND EXPERIENCE:**

- Education high school diploma required or equivalent to graduation from a standard high school (GED). Qualifying experience may be substituted for the required education.

Minimum Requirements:

1. Two years of work experience in shipping and receiving preferred.
2. Ability to exercise good judgment in evaluating situations and making decisions.
3. Ability to establish and maintain an effective working relationship with the students, public, and other employees.
4. Strong customer service skills.
5. Strength requirements (physical demands) - Mental and Visual demands:
 - a. Sedentary work-exerting up to 50 pounds of force occasionally (occasionally: activity or condition exist up to 1/3 of the time) and/or negligible amount of force frequently (frequently: activity or condition exist from 1/3 to 2/3 of the time) to lift, carry, push, or pull or otherwise move objects. Sitting most of the time and walking or standing for brief periods of time.
 - b. Requires hand/eye coordination and using body members (arm, hands, fingers).
 - c. Requires frequent mental and visual attention.

SALARY: Commensurate with education and experience

APPLICATION DEADLINE: Review of applications will begin immediately, and applications will be accepted until position is filled.

APPLICATION PROCEDURE: Interested individuals should submit a cover letter, résumé and TCAT Nashville application via email, fax, or mail to:

Email: rachel.white@tcatnashville.edu

Fax: 615-425-5582

Tennessee College of Applied Tech - Nashville
ATTN: Human Resources
100 White Bridge Road
Nashville, TN 37209

Please download this application, fill it out, and save it with your name

<https://tcatnashville.edu/sites/default/files/media/2025-05/TCAT%20Employment%20Application%20%28Revised%205-2025F%29%201.pdf>

TBR does not discriminate on the basis of race, color, religion, ethnic or national origin, sex, disability, age, status as a covered veteran, or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Melanie Buchanan, Vice President, melanie.buchanan@tcatnashville.edu, 615-425-5570.

EOE/AA/Title IX/Title VI/ADA Employer "A Tennessee Board of Regents Institution"