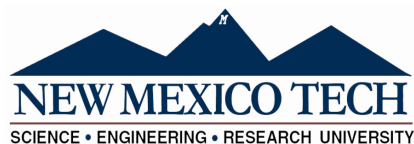


Posted: April 20, 2026



POSITION ANNOUNCEMENT

TITLE: SHIPPING AND RECEIVING TECHNICIAN

DEPT: EMRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$20.00-\$22.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: 04/29/2026* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

The Shipping/Receiving Technician provides support to the organization in all matters pertaining to shipping and receiving operations conducted at the EMRTC warehouse and adjacent areas. The Technician is responsible for; loading/unloading deliveries, preparing shipments, printing shipping labels, packaging materials, copying packing slips, contacting end-users, and relaying information to the purchasing office. The Technician also is tasked with filing proper documentation, maintaining stores stock, completing charge forms for consumable inventories, and maintaining adjacent grounds/yards.

JOB FUNCTIONS:

Performs shipping and receiving duties to include; packaging, labeling, crating, banding, weighing, loading and unloading shipments, contacting vendors, and filing documentation.

Provides customer support by assisting with the coordination of shipping/receiving dates/times and notifying end-users that their orders have arrived. Coordinates available times/days with freight vendors and communicates anticipated delays for loading/unloading shipments. Relays information and provides documentation to the EMRTC Purchasing Office.

Orders, stocks, maintains, and inventories consumable materials resale stock.

Operates fleet vehicles, box vans, forklifts, and secures loads.

Maintains and cleans warehouse, adjacent grounds/buildings, and fleet vehicles.

Participates in annual Federal and State property inventories by assisting in locating inventory-tagged property.

Maintains duplicate vehicle keys lock boxes and issues keys when instructed/necessary.

Relocates and/or installs furniture throughout EMRTC offices.

Provides temporary storage and delivers unused/unwanted property to the NMT Property Office for disposal.

Completes safety trainings and attends meetings as directed.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Excellent written and verbal communication skills. Computer skills in MS office suite. Must be able to lift 70 pounds. Demonstrated organization and filing skills. Valid New Mexico driver's license required. DoD security clearance required or required to obtain within reasonable time. ATF Employee Possessor license required. (within 6mo.) NM Defensive Driver certificate required (within 3mo.) CPR/First Aid required (within 3mo.) Forklift certification (within 3mo.)

DESIRED QUALIFICATIONS:

Previous experience in shipping/receiving operations and managing inventories. Experience reading and interpreting regulations and SDSs. Forklift experience.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	F
50 - 100 pounds	O
100 + pounds	S

PHYSICAL DEMANDS:

Standing 25%	Sitting 5%	Walking 25%	Pulling 5%
Pushing 5%	Lifting 10%	Stooping	Kneeling 5%
Crawling	Climbing	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu