



Part-Time Temporary Shipping and Receiving Specialist

JOB OVERVIEW

The Shipping & receiving Specialist role is a part-time temporary employee position, working approximately four (4) days per week for a maximum of six (6) hours each day in our Denver Tech Center office. This role is a temporary need for approximately the next 8 months.

This role will support the meetings and IT teams in shipping and receiving Audio Visual (AV) and Information Technology (IT) equipment to a variety of conference locations throughout the U.S. This role is an active shipping/receiving role requiring the candidate to be able to lift up to 50 pounds regularly, as well as being proficient in computer systems such as Microsoft Office and various shipping websites.

The pay range for this position is \$18-22/hour.

JOB RESPONSIBILITIES

- Shipping and receiving AV & IT equipment to include checking details of shipments and communicating with internal staff to ensure accuracy of information and shipping requirements.
- Maintain FCCS equipment (8 – LCD Projectors, 4 – Bose Audio Speakers, 8 - Laptops).
- Pack and ship out equipment as requested by the Meetings Team and provide return shipping labels.
- Coordinate with carriers to assure timely pickup and transport requirements.
- Test and inventory each equipment item before it is shipped out.
- Test and inventory each equipment item when returned, and notify FCCS IT Director of any discrepancies, damages, or missing equipment.
- Track, trace and update the status of incoming and outgoing shipments.
- Proactively communicate with internal team to quickly resolve shipping/receiving issues as they arise.

JOB REQUIREMENTS

- High School Graduate
- Must be able to Lift 50 pounds on a regular basis and have ability to push/pull equipment.
- Bend/stoop/squat/kneel and reach above shoulders.
- Exceptional attention to detail
- Experience working with outside vendors preferred.
- Prior experience with USPS/FEDEX postal regulations and shipping preferred.
- Excellent verbal and written communication skills.
- Proficient in Microsoft office (Word, PowerPoint, and Excel).
- Professional appearance and manner.
- Ability to manage time effectively.
- Self-driven individual with proven ability to work independently and be pro-active in all aspects of position.

- Cheerful attitude and team player

An Overview of FCCS. Our Expertise. Our Services.

FCCS was created in 1975 to help clients enhance their organizations and optimize their operations. In the 45 years since, we have:

- **Expanded** our business and consulting services to address the increasingly dynamic challenges of the marketplace.
- **Introduced** leadership development, governance, and talent management programs that have earned strong praise from boards, executives, and human resource officers, alike.
- **Addressed** the financial and operational concerns our clients face at the most pragmatic levels with legal consulting services, strategic risk management, and collective buying power.
- **Diversified** our clients and programs, bringing growth, new energy, and insight to our organization.

Headquartered in the Denver Tech Center, with approximately 50 employees, FCCS is proud to serve a variety of clients across the U.S.

We provide:

- Governance and Leadership Development
- Conferences, Programs, and Events for Professional Development
- Executive Coaching
- Thought Leadership and Professional Speakers
- Strategic Talent Management
- Merger, Acquisition and Corporate Finance Advisory
- Risk Management and Insurance Management
- Passkey Affinity Program

The unique blend of our expertise, services, programs, and conferences enables us to create enriching business solutions and help organizations to be more.

Interested candidates should email a cover letter, resume and salary requirements to
human_resources@fccsconsulting.com

FCCS is an equal opportunity employer (EOE).

FCCS may require job candidates to successfully complete a background check as a condition of employment.