



Shipping & Receiving Coordinator

Our company expects all team members to uphold our core values of Respect, Accountability, Continuous Improvement, Teamwork and Ethics.

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| Respect | Treat others as you would like to be treated |
| Accountability | Be on time and prepared to contribute |
| Continuous Improvement | Take initiative and strive to do better |
| Teamwork | Offer help, ask for help, and value being a member of a strong team |
| Ethical Behavior | Follow our Code of Ethics and meet our high standard of professional behavior |

Considerations: The primary purpose of this position is to manage the flow of incoming and outgoing orders. Our desired outcome is to ensure customer orders are shipped on time and with the appropriate paperwork.

Full Time: Monday through Friday 8:00am to 4:30pm, OT on evening and weekends as needed

Reports to: Office Manager

Primary Duties:

Safety:

- Safety minded at all times
- Follow all safety rules
- Keeps work area clean
- Use Personal Protective Equipment (PPE) as necessary for task at hand
- Report any unsafe work practices, injuries or quality issues to your supervisor

Communication:

- Bi-lingual in English/Spanish is helpful but not a requirement
- Ability to communicate effectively with coworkers, customers and vendors
- Ability to read and understand basic English

Tools Used:

- Must be able to safely and properly use inspection and measuring tools including but not limited to gages, rulers, tape measures, scales, calculator, hand tools including but not limited to utility knife, hammer, screwdriver and wrenches.

Skills:

- Work efficiently in a fast-paced, multi-tasking environment
- Identify and resolve problems in a timely manner; Gather and analyze information skillfully; Develop alternative solutions; Work well with a team in problem-solving situations
- Knowledge of general shipping processes and terms
- Basic computer skills, Microsoft Office products with emphasis on Outlook and Excel, ability to learn Sage ERP system
- Basic math including addition, subtraction, multiplication and division with and without a calculator
- Bend, stoop, push, pull, grasp, reach, kneel, twist frequently during the shift, ability to lift 55 pounds
- Use time efficiently
- Detail, process, and goal oriented

Responsibilities:

- Obtain and assess Rate Quotes from various freight companies
- Print customer orders, shipping labels, MSDS, TDS, COA
- Forklift and other material handling duties
- Ability to process international shipping and all associated paperwork
- Schedule trucks utilizing knowledge of shipping procedures, routes and rates
- Affix shipping labels on packages
- Prepare BOL
- Examine incoming shipments for accuracy, process visual inspection for damaged items, record shortages and other issues
- Examine outgoing shipments to ensure order accuracy
- Maintain inventory shipping material and supplies
- Process conversion of liquid glue from drums and totes to smaller containers
- Process shipments in UPS Worldship
- Manage various processes in Sage ERP including but not limited to customer invoicing, vendor receipts, item assemblies and adjustments, vendor returns
- Pick orders

Benefits

- Two fifteen-minute paid breaks per day
- 10 paid holidays
- Choice of HMO or PPO Medical Insurance, Dental and Vision Insurance offered
- FSA
- 401k, 3% employer match

Requirements

- High school or equivalent
- Experience minimum of one year
- Lift up to 55 pounds and handle 55 gallon drums
- Forklift experience and ability to be certified

Additional projects as assigned by management

Work is performed indoors, temperatures can range from 55 F to 95 F. Frequent exposure to the smell of different molten adhesive formulas

Must be able to pass background check and drug screen