



750 N. BAKER DRIVE, ITASCA, IL 60143 • 1.800.419.4583 • F: 888.371.8314

Job Title: Shipping & Receiving Coordinator

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

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

Considerations: The desired outcome of this position is to ensure that orders shipping or received in our facility get printed, picked, scheduled, received, tracked and billed accurately in a timely manner to meet our quality objectives.

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

Reports to: Office Manager

Direct Reports: none

Primary Duties

- Print customer orders, shipping labels, SDS, TDS, COA
- Understand and stay updated with applicable freight regulations. Including hazardous materials and international shipments
- Schedule trucks with approved carriers utilizing knowledge of shipping procedures, routes and rates, transit times and weather
- Prepare bills of lading
- Process shipments in UPS Worldship
- Process customer invoicing, receipts, item assemblies and adjustments, vendor returns
- Maintain inventory of shipping material and supplies

Secondary Duties

- Examine outgoing shipments to ensure order accuracy
- Pick orders
- Affix shipping labels on packages
- Forklift and other material handling duties
- Examine incoming shipments for accuracy, process visual inspection for damaged items, record shortages and other issues
- Process conversion of liquid glue from drums and totes to smaller containers
- Overflow of phone coverage



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Safety

- Safety minded at all times including and not limited to following safety procedures
- Keeps work and community areas 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

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

Skills

- A Team player, with a can-do positive attitude
- 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
- Comfortable with computers
- 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
- Use time efficiently
- Detail, process, and goal oriented

Requirements

- High school or equivalent