



Shipping / Receiving Coordinator

Salary Range \$45k - \$50K Year

Job Description:

The Shipping / Receiving Coordinator works with and reports to the Purchasing Mgr. The S&R Coordinator primarily works in a warehouse setting, performing their duties both indoors and outdoors while loading and unloading goods. The S&R Coordinator is ultimately in charge of inventory and staging for all machine builds, parts orders, work orders, R&D, etc. The job can be physically demanding at times, requiring the need to lift, carry, and move heavy objects. As a result, you may need to crouch, bend, and stand for long periods throughout the workday.

Responsibilities:

- Prepares packing lists, BOL's Commercial Invoices, and all required shipping documentation
- Determines method of shipment, utilizing knowledge of shipping procedures, routes, and lowest cost rates and providers: (FTL/LTL/Parcel, etc.)
- Routes items to department end-users as well as items for inspection to Quality resources. Staging parts by sub-assembly with all identification included
- Compare purchase orders with invoices and packaging lists. Maintain accurate transaction data in MRP/ERP system for all receiving & shipping
- Inspect deliveries to ensure they match order and invoice criteria
- Reconciles & approves freight invoices and requisitions for approval
- Receive and sign for deliveries
- Process returns (RMA's) for incorrect or unsatisfactory items
- Communicate with vendors regarding schedules, due dates, delays, or problems
- Maintain records of orders, delivery details, etc.
- Communicate with their warehouse colleagues to ensure product quality and management of inventory
- Prepare outgoing shipments and receive incoming goods by loading and unloading trucks, trailers, and shipping containers
- Unpacks and examines incoming shipments, rejects damaged items, records shortages, and corresponds with shipper to rectify damages and shortages
- Required to lift heavy objects safely by hand or machinery; such as forklifts, pallet jacks, and overhead cranes
- Ensure that shipments and deliveries remain on schedule, manage inventory and track product issues
- Maintain a neat and organized warehouse
- Lead inventory organization and floor maintenance activities
- Use written and verbal communication skills via email, phone, etc. to receive and deliver important information to their colleagues, managers, and drivers
- Use formulas and measurements to determine whether there is space available to ship or store a product. Also requires the use of basic geometry concepts to maximize the amount of freight that can be loaded on or in a truck / shipping container



- Create and maintain a safe working environment; to include effective housekeeping at all times
- Develop a positive relationship with all department personnel

Education Requirements:

- High school diploma/GED
- 2-year technical degree or 2-year college degree from an accredited college preferred

Desired Background/Skills:

- Previous logistics & MRP/ERP systems experience preferred
- Previous background in a Manufacturing environment preferred
- Previous Purchasing experience is a plus
- Previous warehouse experience needed
- Good communication and organizational skills
- Good understanding of warehouse safety regulations
- Physical dexterity and experience operating forklifts
- Computer skills and knowledge of data entry and inventory software programs
- Basic math skills
- Previous experience operating overhead cranes and jibs

Qualifications:

- Must be computer literate; familiar with MS Excel/Word
- Must have a continuous improvement mindset; prior experience training personnel is a plus
- Must have a mechanical aptitude
- Solid people skills; works well with others; great communicator
- Ability to make logical decisions and be a forward thinker
- Ability to communicate and receive instructions in written and verbal form
- Ability to operate required hand and power tools in order to perform required job functions with necessary optical, auditory, and manual dexterity
- Be able to lift and carry at least 50 pounds
- Must be able to work (10) hour shifts when required (6:30am to 5pm) and overtime as needed. Standard hours are 7:30am to 4:30pm Monday – Friday

Benefits upon completion of 90-day probation:

- Employer paid medical, dental and life insurances
- 401K employee paid plan available