

## Shipping Coordinator

### SUMMARY

The position of Shipping Coordinator is responsible for directing all activities related to daily shipping including; data entry, preparation of documentation, maintains records, coordinates logistics for product shipment, and assisting customer service in related activities, as needed.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Update the invoiced without carrier list.
- Print Bills of Lading and labels.
- Routes orders and puts pro numbers on the bills and labels.
- Peg orders and write shop orders on the back of the labels.
- Check locations then write it on the ship sheet when order shows complete.
- Logging ship sheet dates to shipping when coming from packing.
- Separate and date Bills for drivers.
- Process PCMiller load sheets for flatbed loads.
- Complete the invoice process.
- Transfer shipment to correct locations.
- Peg orders in the filing cabinet periodically.
- Receives P.O. and processes in system.
- Audit loadouts as required.
- When the Orders show complete mark off the back log a take out to the shop.
- Assist the shipping department employees with finding hardware boxes.
- Maintain shipping department copies of bill of lading for orders shipped.
- Assist shipping department employees when they have questions about orders.
- Maintain rotation of shop orders according to company record retention policy.
- Complete Commercial Invoices for Export shipments.
- Call carriers for pickups.
- File documents and complete monthly reports for Plant Manager
- Assists Customer Service with order status questions
- Work effectively with others in a team based environment to accomplish company goals and to identify and resolve problems.
- Ability to multi-task and continually prioritize tasks to be completed throughout the day.
- Ability to follow verbal and written instructions with minimal supervision.
- **IMPORTANT:**
  - Any employee who does not understand any portion of the job description for this position needs to bring that fact to their Manager's attention so they can provide further work performance or Safety instructions, as needed.
  - This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities which are required of the employee for this job. Duties, responsibilities, and activities may change, at any time, with or without notice.

### SUPERVISORY RESPONSIBILITIES

This position does not have supervisory responsibilities.

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### QUALIFICATIONS

To perform this job successfully, an individual must be detail oriented, able to prioritize, and perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Skill sets must include computer literate, analytical problem solving and multi-task-oriented skills.

### EDUCATION AND/OR EXPERIENCE

High school diploma or general education degree (GED) or equivalent of a one year certificate or degree from a college and a minimum of three to six months shipping/inventory or related experience and/or training or equivalent combination of education and experience.

### LANGUAGE SKILLS

Must possess the ability to communicate effectively in one-on-one or group situations with customers or employees of organization, especially through telephone conversation, and to read/ interpret documents correctly.

### REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written or oral form with the ability to deal with problems involving several variables in various situations. Must read and interpret documents correctly.

### PHYSICAL DEMANDS

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to use hands to finger, handle, or feel objects and reach with hands and arms. The employee is required to stand, walk, and sit. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision.

### WORK ENVIRONMENT

The work environment includes a combination of traveling for business plus a manufacturing and office setting. **IMPORTANT:** PPE (personal protective equipment) such as eye protection, hearing protection and closed-toed shoes are always required while present in designated areas of the manufacturing environment.





## Shipping Coordinator



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**Employee Signature**

\_\_\_\_\_  
**Date**

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Print Employee's Name

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**Plant Manager's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Print Plant Manager's Name

\_\_\_\_\_  
**Director of HR & Safety's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Print Director of HR & Safety's Name

**Employee has received a copy of this job description.**

**Employee's Initials** \_\_\_\_\_

**Date Received:** \_\_\_\_\_