



REF / TITLE

P.D. 4.1.17
SHIPPING COORDINATOR

BY / APPROVAL

Colin Kelly

REV / DATE ISSUED

June 18, 2015

POSITION TITLE: SHIPPING COORDINATOR / LEAD
REPORTS TO: Warehouse Manager

FLSA: **Non-exempt**

POSITION SUMMARY:

Assists in the coordination of timely and accurate shipping and receiving documents and functions.

ESSENTIAL FUNCTIONS:

- Ability to plan and load trucks for efficient route destination and unloading.
- Move a high volume of shipments throughout the day.
- Understand key customer processes and relationships.
- Ability to work in a large fast-paced environment.
- Ability to maximize utilization of the trailer. Have a good understanding of capacity and constraints.
- Allocate and manage staff (driver) resources according to changing needs. Track driver location and response time.
- Checks the accuracy of all receiving and shipping documents. Traces lost and/or delayed shipments.
- Keeps the warehouse manager informed of status and progress of work and of unusual problems.
- Gathers and maintains all data and records relative to shipping and receiving activities.
- Ensures that shipping counts match packing lists and purchase orders. Ensures proper labels and tickets have been applied before shipping.
- Assists in resolving any discrepancies.
- Collects all documentation for outbound freight and routes to the proper record keeping unit.



REF / TITLE

**P.D. 4.1.17
SHIPPING COORDINATOR**

BY / APPROVAL

Colin Kelly

REV / DATE ISSUED

June 18, 2015

- Reports any problems, potential problems and hazardous situations that may exist or any other pertinent information that may help the department improve its efficiency and productivity.
- Conforms to all safety rules and regulations.
- Attends ongoing quality education and safety classes.
- Initiates action to prevent problems, documents quality problems, contributes solutions to problems, and verifies implementation of solutions. Controls further processing when a problem is identified.
- Performs other duties as required.

EDUCATION AND EXPERIENCE REQUIRED: High school diploma or GED. One year of past experience in shipping environment is preferred. Should possess strong verbal communication skills, time management skills, customer service skills and project management skills. Should be proficient in Vison.

SKILLS AND PHYSICAL REQUIREMENTS: Ability to read and write English. Good judgment and decision-making ability are necessary requirements. Communication skills, both oral and written, are essential. Requires long periods of standing, lifting (50#), and repetitive motion. Must be able to work under pressure to meet tight deadlines. Must be able to operate a forklift, and must possess a valid forklift operator's certificate.

We are an Equal Opportunity employer.

The above is intended to describe the general content of and the requirements for satisfactory performance in this position. It is not to be construed as an exhaustive statement of the duties, responsibilities, or requirements of the position.

Employee name: [Print]

Signature

Date:

Approved by: [Print]

Signature

Date: