



Shipping & Receiving Coordinator

This position in a Non-Exempt position

Reports to

Shift Supervisor

Date

1/25/2018

JOB DESCRIPTION

Summary/Objective

The shipping and receiving coordinator position performs inventory management for incoming and outgoing company products and parts necessary to manufacturing of products.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Completes incoming inspection, confirmation of certificate of conformance and reconciliation of receiving/purchase documentation.
2. Completes daily receiving entries in computer system. Distributes to purchasing office for filing, enters shipments into the operating system, both inbound and outbound.
3. Manages raw material and critical supply inventories, including maintenance and cleaning of inventory area, inventory organization and racking, inventory cycle counting and reporting, monthly inventory accounting. Actual physical counts of raw material and tag controls required.
4. Responsible for managing all outbound shipments, including preparation of sequentially numbered paper work in software accounting system, management of packaging materials inventories, packaging of product to be shipped, and arrangement of transportation services. UPS/FedEx software is to be used effectively and understood for summary reporting on request.
5. Performs general housekeeping, maintenance and organization of the dock and inventory areas; includes hands-on cleaning and maintenance along with organization and interpersonal skills to coordinate with other department and outside waste disposal.
6. Distributes documentation, including transfer of all original documents, to purchasing supervisor for distribution.



Competencies

1. Technical Capacity.
2. Communication Proficiency.
3. Organizational Skills.
4. Time Management.

Supervisory Responsibility

This position will have some leadership responsibilities.

Work Environment

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts. The employee is occasionally exposed to a variety of extreme conditions at job site. The noise level in the work environment and job sites can be loud.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/Expected Hours of Work

This is a full-time position. Hours of work are Monday through Friday, 8:00 a.m. to 4:30 p.m., 40 hours per week. Occasional overtime required.

Travel

No travel is expected for this position.

Required Education and Experience

1. High school diploma or GED equivalent.
2. At least 1 year in warehouse environment with forklift experience.



Preferred Education and Experience

- 1. Experience with relevant software applications.
- 2. Occasionally required to perform the ordered entry duties

Additional Eligibility Qualifications

None.

Work Authorization/Security Clearance

NA

AAP/EEO Statement

Northland Filter LLC. is an Equal Employment Opportunity employer and welcomes all qualified applicants. Qualified applicants will receive fair and impartial consideration without regard to race, sex, color, religion, national origin, age, disability, veteran status, genetic data or any other legally protected status.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____