

Shipping Coordinator

Essential job functions:

- Prepares documentation, maintains records, and coordinates logistics for product shipment
- Creates shipping documentation including bills of lading, shipping labels, and export paperwork.
- Leads communications within the Shipping/Receiving area.
- Coordinates and participates in both Domestic and International freight forwarder transactions
- Maintain inventory levels and organization of shipping paperwork
- Assist in instructing others in the preparation and movement of material
- Maintains shipment files, issues reports, and responds to customer inquiries/issues.
- Routes outgoing shipments through various freight forwarders and schedules and transportation of shipments
- Performs a variety of duties to support the shipping department and freight forwarder to assure on-time shipments
- Order materials when required
- Performs other administrative tasks when required
- Must be able to work a flexible daily schedule between the hours of 7am-5:30pm Saturdays and OT availability required

Additional Requirements, Skills and Qualifications:

- Ability to pay strict attention to detail and accuracy
- Ability to communicate efficiently with all levels of staff
- Ability to demonstrate organizational skills
- Ability to multi-task in a time sensitive environment
- Ability to make decisions and perform independent work
- Ability to prioritize tasks
- Ability to demonstrate data entry skills

Experience:

- Knowledge and Experience a plus in the following:
- Shipping/Receiving
- Completing SEDs (Shippers Export Declarations)
- Truck/Ocean Bill of Lading
- Export invoices
- Booking sheets
- Inventory management

Education:

Minimum: High School Diploma

Compensation:

Hourly wage \$20.00 + depending on experience

Yearly bonus, health insurance, retirement account contribution.

Make it yours:

Send resume to Jaime, jlaw@sgabend.com