



## **Job Summary**

The Shipping / Receiving Coordinator will coordinate and support all shipping, receiving, assembly, debur, wash, and other post processing activities.

## **Essential Functions:**

The primary duties and responsibilities of the Shipping / Receiving & Post Processing Coordinator consist of but are not limited to:

- Develop and maintain logistics, shipping and receiving, and inventory management processes
- Identify and document work activity load times
- Coordinate shipping, receiving, assembly, and other post processing activities and priorities
- Plan and schedule daily shipping routes
- Generate shipping documentation
- Maintain inventory for all shop floor consumable items, assembly components, and shipping supplies
- Provide overload & backup packaging, receiving, shipping, and assembly support

## **Qualifications:**

- Education
- Graduate of High School (Minimum)
- Background
- Minimum 5 years in a related position

## **Accountabilities**

- Facilitate a continuous improvement culture
- Foster a team oriented quality ownership culture
- Ensure compliance to QMS requirements
- Ensure on time delivery objectives are met
- Ensure correct product and quantity are delivered
- Accuracy of inventory
- Optimize department and logistic costs

## **Authorities**

- Adjust department personnel work hours and daily activities to meet both internal and customer demands
- Authorize overtime for all department personnel
- Provide input to yearly performance reviews
- Negotiate and acquire logistic resources
- Stop processes & shipments due to quality concerns if necessary
- Communicate to Management issues with product and process conformance

## **Competencies**

- Ability to develop and implement processes
- Ability to accurately perform multiple tasks in a fast paced environment
- Good communication skills both verbal and written
- Ability to keep accurate records
- Ability to follow documented procedures and standards
- Strong working understanding of Microsoft Windows & Office
- Strong working understanding of ERP / MRP systems