

Mr. Longarm, Inc.
Shipper Coordinator - Butler

Position: Shipping Coordinator
Supervised by: Shipping Supervisor
Supervises: N/A
Hourly Position Pay Range: \$16.00 - \$18.00
Status: Non-exempt
Work Schedule: 7:00 am – 5:00 pm Tuesday - Friday
Location: Butler, MO

SUMMARY

The Shipping Coordinator verifies and keep records on outgoing shipments. S/he also prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or materials.

ESSENTIAL JOB FUNCTION, DUTIES AND RESPONSIBILITIES

- Lead shipping clerks and train new hires, shipping area's process and procedures
- Examine contents and compare with records, such as manifests, invoices, or orders, to verify accuracy of outgoing shipment
- Prepare documents, such as work orders, bills of lading, and shipping orders to route materials
- Record shipment data, such as weight, charges, space availability, and damages and discrepancies, for reporting, accounting, and recordkeeping purposes
- Determine shipping method for materials, using knowledge of shipping procedures, routes, and rates
- Retrieve or route materials from warehouse, using work devices, such as forklifts, hand truck, carts or conveyor.
- Pack, seal, label, and affix postage to prepare materials for shipping, using work devices such as hand tools, power tools, and postage meter
- Experience in rectifying problems, such as damages, shortages, and nonconformance to specifications a plus.
- Requisition and store shipping materials and supplies to maintain inventory of stock
- Contact carrier representative to make arrangements and to issue instructions for shipping and delivery of materials
- Compute amounts, such as space available, and shipping, storage, and demurrage charges, using calculator or price list

Non-Essential Job Functions

- Filing
- Copying
- Good Housekeeping
- Answering telephone

EDUCATION AND EXPERIENCE

- High school diploma or general education degree (GED)
- 1 to 2 years of order filling, inventory control, shipping and shipping office experience is required.
- Experience with Warehouse Management Systems (WMS) and handheld devices (RF) a plus.
- Experience in fast paced, high unit Warehouse Distribution Center environment
- Computer knowledge with word, excel, and outlook
- Ability to communicate with vendors
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Data entry skills
- Good written and verbal communication skills
- Good command of the English language both speaking and writing required.
- Good Basic math skills

PHYSICAL DEMANDS

- Pick and/or receive products ready for shipment, checking for damages, correct items, proper destination and quantities to be shipped.
- Enter shipping data accurately into the computer's software Date Works system.
- Complete paperwork daily.
- Sitting: 50%
- Bending: 5%
- Squatting: 5%
- Stooping: 5%
- Walking: 10%
- Carrying: 5%
- Pushing: 5%
- Pulling: 5%
- Standing: 5%
- Lifting: 5%
- Regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear
- Required to stand; walk; and stoop, kneel, crouch or crawl, sit and climb or balance
- Required to regularly lift and/or move up to ten pounds, frequently lift and/or move up to fifty pounds, and occasionally lift and/or move more than one hundred pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus