

Shipping & Receiving Coordinator

Job Description:

- Processing receipt of material daily to include opening packaging; inspecting material; counting contents; matching received material against POs and packing slips; disseminating material to stock/project as applicable.
- Providing all shipping, receiving and inventory documentation to Production Control Coordinator
- Kitting material for delivery to fabricators or to internal team for assembly and integration
- Responsible for keeping shipping/receiving dock and work area neat, clean, and organized
- Assist with the build and preparation of shipping crates and pallets
- Prepare all material for shipment using appropriate and applicable boxes, crates, pallets, and packaging materials.
- Responsible for the movement of all material throughout the building as required using hand truck, pallet jack, forklift or other applicable manual and motorized equipment.
- Assist with the completion of quarterly physical inventory counts
- Reconcile shipping & receiving invoices.
- Responsible for maintaining a safe, hazard free OSHA complaint workplace with full responsibility for the maintenance of SDS sheets for facility
- Provide support to Production team in system integration, system assembly, and the crating, packaging, and shipment of systems.
- Perform miscellaneous duties as assigned including clean-up, department organization, material movement, and forklift operation.
- Safety Sensitive Position

Essential Skills

- HS Diploma or equivalent
- At least two (2) years of comparable experience in a facilities management or shipping/receiving position for a small manufacturing organization.
- Hold a current NYS driver's license with clean driving record for 3 years. Should be comfortable with operating a forklift.

CONFIDENCE DELIVERED

- Capable of passing a pre-employment drug test and legally authorized to work in the US.
- Proficiency in the English language, both written and verbal and capable of following written and verbal instructions.
- Mechanical aptitude and capable of using basic hand tools to assist production team with mechanical assembly and integration and/or to assist with pallet fabrication.
- Available to work extended hours and weekends, as workload requires
- Must be a strong team player, capable of thriving within a close knit, cross functional team environment.

Non-Essential Skills:

- Prior experience working with an MRP or ERP system (ideally MS AX)
- Proficiency with computer applications (Word, Excel).
- Understanding of OSHA regulations
- Prior experience in a facilities management or custodial position.
- Experience working according to quality standards and procedures is preferred

Physical & Mental Demands:

- Occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl
- Frequency lift and/or move up to 30 pounds
- Vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- Ability to fulfill essential job function in a consistent state of alertness and safe manner
- Sitting 75%, Standing 15%, Bending 10%
- Able and willing to travel

This job description is not all inclusive and is subject to change at any time.