

Job Title: Shipping Assistant - Carmi 1309

Report To: Shipping Manager - Carmi 1309

Department: Production Support

Summary: Obtains shipping quotes, schedules shipping, and prepares shipping documents

Essential Duties and Responsibilities:

1. Assists in the coordination of loading and packing of shipments with necessary personnel
2. Assists in the coordination of inbound shipments for consolidation
3. Obtains shipping quotes
4. Schedules shipping & Loads trucks
5. Prepares shipping documents
6. Assists in Letter of Credit fulfillment, if requested
7. Computes and records freight markup on shipments
8. Tracks shipments
9. Files claims and obtain refunds, if required
10. Performs customer service for shipping related issues
11. Monitor sales order for orders due for shipment
12. Locate and prepare product for sales orders
13. Prepare packing lists and other shipping documents
14. Label product as required
15. Coordinate serial numbers for shipping with Operations Manager
16. Coordinate and document sales orders accuracy
17. Review consolidated sales orders with Shipping Manager
18. Coordinate consolidated sales orders Shipping Manager

Other Responsibilities: Any other duties required by Management or Supervision

Supervisory Responsibilities: This job has no supervisory responsibilities.

Measurement of competency: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Qualifications: The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and experience: Shipping related 2 year degree or 3 years of shipping experience in manufacturing setting preferred.

Language skills: This job requires the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. This job requires the ability to write routine reports and correspondence. This job requires the ability to speak before groups of customers or employees of the organization.

Mathematical Skills: This job requires the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. This job requires the ability to apply concepts of basic algebra and geometry.

Reasoning ability: This job requires the ability to apply common sense understanding to carry out instructions in written, oral, pictorial, or diagram form.

Computer skills: This job requires the individual to have general computer knowledge, as well as, knowledge of the Internet, Sage 100 accounting software; contact management software, Microsoft Office Suites.

Certificates, licenses, registrations: Forklift License, A valid driver's license and insurability strongly preferred.

Other skills and abilities: N/A

Other qualifications: N/A

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

The employee is regularly required to talk and hear. The employee is regularly required to stand and/or walk on concrete. The employee is occasionally required to lift and/or move up to 50 pounds. The employee is occasionally required to stoop and/or squat repeatedly or bend over and reach into a box repeated throughout the workday. The employee is occasionally required to use hands to finger, handle, or feel and reach with arm and hands.

While performing the duties of this job, the employee is regularly required to sit, talk, and/or hear. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level at work is usually quiet.

Authorities for decision making:	N/A
Candidate Requirements /	N/A
Dimension of the Position:	N/A
Problem Solving Characteristics:	N/A
Demands for Influencing:	N/A
Summary:	N/A

Revised Date: 05/02/2019

Approved by: Gibbs, Greg