

## **Shipping & Receiving Coordinator**

### **JOB DESCRIPTION**

**Purpose:** Perform shipping and receiving duties with a high degree of quality and customer service to meet our internal and external customer expectations.

**Reports to:** Display Group Team Lead

**Status:** Non-exempt

#### **Essential Responsibilities:**

1. Prepare and expedite shipments per work ticket instructions and/or customer specifications, including but not limited to: create and affix proper labeling, assemble and pack appropriately to prevent damage in transit, prepare and complete all required record keeping for incoming and outgoing shipments in a timely and accurate manner, calculate weight, shipping charges and postage. Perform quality assurance check of products prior to packaging and shipment.
2. Coordinate on-time shipment of completed OEC goods; make arrangements for carrier pick-up per work ticket shipping instructions. Load OEC vehicles and deliver products as instructed.
3. Receive incoming shipments and materials; verify, document, and deliver promptly as instructed.
4. Maintain adequate supply of shipping materials on hand at all times. Re-order as needed.
5. Maintain the work area and equipment in a clean and orderly condition and follow prescribed safety regulations. Perform routine warehouse inspections to ensure safety protocol and procedures are being followed.
6. Follow environmental compliance procedures and operate vehicles in accordance with DOT, local, state and federal requirements.
7. Operate auxiliary product finishing equipment as schedule permits.
8. Other duties as assigned.

#### **Knowledge, Skills and Abilities:**

- Able work effectively in a team-based, fast-paced environment with ever-changing deadlines
- Exceptional customer service and above average written and verbal communication skills
- Must be able to follow instructions, read addresses and a map
- Basic math skills and knowledge of proper packaging methods, common material handling equipment, and various online shipping systems (UPS, Fed/Ex, etc.)
- Must be able to lift up to 50 pounds
- Valid driver's license and forklift experience

**Education and/or Experience:** High School diploma or equivalent is required. Must possess and maintain a valid driver's license and be insurable under OEC's insurance policy. Forklift experience is preferred.

**Performance Standards:** Employee will be reviewed on his/her ability to achieve the outcomes stated above. The employee must work safely at all times and maintain confidentiality of all department, company, and customer information. Providing exceptional customer service is essential.

**Equipment/Materials Used:** General vehicle, forklift, and computerized office equipment.

**Conditions of Employment:** Must possess a valid driver's license. Ability to lift up to 50 pounds. General vision and hearing. Employment is on an at-will basis and may be terminated at any time, with or without cause, either by the employee or the company. Occasional overtime may be required to meet the needs of the business.