



ORLANDO PRODUCTS INC

PROTECTING YOUR PRODUCTS, AROUND THE WORLD AND BACK

Title: Shipping Coordinator
Department: Shipping
Reports to: Director of Operations

JOB SUMMARY

The Shipping coordinator will be responsible for carrying out the day to day duties of the warehouse, including shipping and receiving, inventory control and any other related tasks as assigned.

RESPONSIBILITIES AND DUTIES

1. Collaborate with Production Scheduling and Customer Service to coordinate proper receiving incoming materials.
2. Ensure proper labeling and storage of BOM, supply and customer supplied items.
3. Collaborate with Production Scheduling and Customer Service to coordinate outgoing shipments.
4. Ensure outbound shipments are in accordance with shipping documents.
5. Notify Customer Service when shipments are not on time and in full.
6. Arrange trucking contractors based on order requirements and internal cost constraints.
7. Organize daily shipping routes for Orlando and subcontracted local delivery carriers.
8. Organize and supervise daily activities of warehouseman/women to ensure all materials are properly handled and labeled for storage and shipment.
9. Develop and document standard operating procedures for receiving, handling, storing, shipping, or salvaging products or materials
10. Ensure staffing is adequate and capable of following
11. Record damage of products and file claim with trucking companies. Forward info to the inventory control for follow-up.
12. Handle escalations pertaining to warehouse or delivery activities.
13. Maintain a neat and orderly warehouse; inspect physical conditions, Ensure warehouse equipment(lift trucks, hand jacks, dock hardware and company trucks receive maintenance, repair, or replacement as necessary

QUALIFICATIONS

Required Qualifications: (Knowledge, Skills, Abilities)

- Customer and personal service; includes customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Ability to motivate, develop and direct people as they work
- Active listening skills
- Strong oral and written communication skills
- Professional and courteous demeanor
- Ability to operate delivery truck, forklift and other warehouse machinery

Plan, direct, and coordinate the storage and distribution operations within the organization or the activities that are engaged in storing and distributing materials and products.

Required Education and Experience:

- Associate's degree in Distribution or Logistics; Bachelor's degree preferred
- 3-5 years of work experience in a warehouse environment
- 2 years of experience directing, developing and managing warehouse personnel

Certificates, Licenses, Registrations Required:

- Fork lift certification preferred
- Clean driving record

Supervisory Responsibilities:

- Truck Drivers, Warehouse personnel and Shipping clerk.