



# AMERICAN STAINLESS PUMPS

Stainless Steel Pumps for the Commercial Marketplace

## **Job Description: Shipping & Receiving Coordinator**

### *Job Summary:*

This is an opportunity to make an important contribution to a successful, small manufacturing company in Carson, CA. The Shipping & Receiving Coordinator is responsible for processing outgoing shipments both domestically and internationally, as well as incoming product in agreement with company's ISO9001 procedures and requirements. The clerk must also ensure that shipments have the required supporting documentation. Resolves issues relating to shipments and provides documentation as required.

### *Key Performance Indicators:*

- OTD of kits and parts is  $\geq 95\%$
- Received items are processed in a timely manner ( $\leq 24$ hrs)
- Shipped Items are processed correctly ( $\leq 0.5\%$  errors)
- Efficiency for kitting and assembly of part/kit orders  $\geq 85\%$

### *Key Job Tasks*

#### **Shipping Functions**

- Process shipments using UPS/FedEx shipping software
- Pick, pack & process domestic and international shipments into Global Shop ERP system
- Schedules truck pick up for outgoing products and prepare BOL/documentation
- Maintain shipping printers
- Maintain and file all shipping paperwork

#### **Receiving Functions**

- Monitor shortage list and notify planner of "HOT" product arrivals
- Stock product in proper locations after receipt
- Perform basic incoming inspections when required
- Maintain Kanban tag organization (putting them back with product when received)
- Unpacks and examines incoming shipments, rejects damaged items, records shortages
- Process incoming receipts from suppliers and prepare Bills of Lading for outgoing shipments

#### **General Functions**

- Ability to operate forklift.
- Load / Unload trucks with a stand up and/or sit down forklift
- Sorting, packaging, staging, palletizing, shrink wrapping, labeling, data entry
- Processes and applies labels for both incoming and outgoing product
- Kitting items for production
- Support warehouse initiatives and assist with special projects
- Perform cycle counts
- Deliver parts to outside source for brazing and cleaning
- Apply 5S principles and maintain clean workspace

### *Essential Computer Skills*

- Knowledge of Microsoft Office and a minimum of 1 year experience using an ERP computer system
- Experience with UPS/FedEx shipment software

### *Required General Skills*

- CA driver's license: Class C with a clean driving record
- Must be able to balance many tasks and prioritize



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- Superior organizational skills
- Ability to lift 50lbs
- Repetitive motion with hands and feet
- Occasional squatting, bending, lifting, twisting and reaching

## *Typical Working Conditions*

- Manufacturing environment. Excessive noise may be present with surrounding machinery.

## *Reporting Relationships*

- Reports directly to the Manufacturing Manager