# Shipping Coordinator

**FLSA Status: Non-Exempt**

# Job Summary:

The Shipping Coordinator is responsible for storing and moving company product and documenting in-house delivery of various products.

## Duties/Responsibilities:

* Maintain safety as the top priority in all aspects of the job.
* Operate a forklift, order picker or mechanical hand jack.
* Load and unload inventory from loading docks, delivery trucks, storage areas and production areas.
* Ensure incoming delivery matches the purchase order.
* Weigh and measure product before ready for shipment.
* Store product in assigned locations.
* Identify, catalog, and record location of inventory.
* Effectively communicate with representatives from E-Commerce and Customer Service.
* Record the number of units handled and moved every day using production sheets.
* Effectively use a computer and various computer programs.
* Perform any other tasks as required by management.

## Required Skills/Abilities:

* Prior experience within a shipping warehouse is required.

## Education and Experience:

* High School or GED

## Physical Requirements:

* Be able to lift up to 50 lbs.
* Be able to stand at least 8 hours per day.