

Shipping & Receiving/Yard Coordinator



TITLE: Shipping & Receiving/Yard Coordinator
JOB FUNCTION: Shipping and Receiving/Yard Management
REPORTS TO: Plant Operations Manager
INDUSTRY: Service – Compressed Gas and Beverage Dispensing Equipment
LOCATION: Phoenix, Arizona Facility
EMPLOYMENT TYPE: Full Time
WORK SCHEDULE: Mon-Thur, 1st Shift 4:00 AM – 2:30 PM / 2nd Shift 2PM to 12:30AM
BENEFITS: Paid Time Off, Paid Holidays, Dental and Vision benefits (for those who qualify), Uniforms provided after 30 days of employment

SUMMARY

Shipping/Receiving/Yard Coordinator is ultimately responsible for overseeing incoming and outgoing (LTL) shipping activities to ensure accuracy, completeness, and condition of shipments and the organization and management of the yard

DUTIES AND RESPONSIBILITIES

The Shipping/Receiving/Yard Coordinator is responsible for all the following duties which are performed personally:

- Manage the shipping activity – LTL
- Manage the receiving activity
- Organizing the yard based on product and/or customers
- Sustaining the organization of the yard
- Transport product to and from the yard to production
- Develop and maintain a sort area for incoming product
- Loading and unloading trucks
- Ensure proper paperwork flow for shipping/receiving
- Deliver received products to their areas

QUALIFICATIONS & REQUIREMENTS

To perform this job successfully an individual must be able to excel at each duty outlined above and have the following knowledge, skills, ability and background:

General Requirements

- A keen eye for detail
- Communication skills
- Decision-making skills
- Efficient time-management skills
- Written and verbal communication skills
- Desire and dedication to build skills

Education and Experience

- No experience necessary
- Training will be provided

Language and Communication Skills

- Ability to listen, speak, read and write in English;
- Ability to respond to management inquiries;

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:

- While performing the duties of this job the employee is regularly required to stand, walk, talk and hear.
- The employee must occasionally lift and/or move up to 75 pounds.
- The employee is required to use hands to type, handle, or feel objects, tools and computer controls.
- Specific vision abilities required by this job include close vision and distance vision.