

The individual will perform a combination of manual and clerical logistics, transportation, inventory control and shipping and receiving duties; Uses computer system for tracking, logging, verifying, and reporting. Follows shipping practices and procedures, and transportation routing schedules and requirements. Receives incoming materials or prepares materials for shipment.

Essential Job Duties:

- Arrange transportation and scheduling needs for all shipping orders and orders received.
- Process receiving/shipping transactions quickly, accurately, and completely in the ERP system (Deacom).
- Plan and prepare all necessary shipping documents for customers and Interplant shipments.
- Coordinate with other company facilities to correct errors or coordinate timing of shipments.
- Maintain and distribute shipment logs and other reports as needed.
- Communicate with customers including shipping updates, order inquiries, and general logistics questions.
- Assist with product inventory management including updating ERP system and assisting with cycle counts and physical inventories.
- Coordinate and schedule the movement of products throughout the warehouse including storage and shipment of finished products.
- Organize all shipments in line with company requirements.
- Prepare and maintain a shipment schedule and communicate to all relevant departments.
- Verify materials against documents for accuracy and communicate discrepancies to procurement team, vendors, and other applicable parties.
- Create, distribute, and file daily bills of lading and supporting documentation. Controls inventories of raw materials and finished goods to ensure that product availability meets customer demand and product development.
- Investigate and reconcile discrepancies and reports findings to Supervisor when applicable.
- Coordinate the transfer of raw materials parts and finished products between various production areas and external warehouses.
- Complies with all company policies and procedures.
- Performs other duties that may be assigned.

Key Job Competencies

- Strong analytical and problem-solving skills.
- Possess excellent verbal and written communication.
- Possess excellent personal organization and business administration skills.
- Good computer skills including Microsoft Office Suite of productions and ERP systems (Deacom a plus).

Required Qualifications

- High School Diploma or GED equivalent.
- 3+ years of experience in shipping/receiving, inventory control and logistics planning