



**Shipping Specialist**

Reports to: Vice President

Department: Administrative

Shift: 1<sup>st</sup>

Supervises: N/A

**Summary**

This position provides administrative and clerical support for the Shipping Coordinator. The Shipping Specialist will assist with all aspects of our shipping paperwork, which includes but is not limited to: invoicing sales orders, coordinating the tagging and labeling of orders and the efficient scheduling and routing of delivery vehicles. This position is also responsible for assisting with basic reception duties such as answering the phones, greeting guests and using office equipment such as scanners and copiers.

**Essential Functions**

- Assist with organizing truck loads and routing schedules.
- Coordinate delivery and pickup with the customer and sales team.
- Prepare all necessary shipping documents for customers and carriers.
- Communicate with shipping about any labels or documents needed for orders shipping.
- Works with many shipping vendor sites in various states, as well as internationally.
- Answer and direct phone calls; take messages or handle routine inquiries.
- Maintain and update physical and digital filing systems.
- Scan and archive sales orders, bills, and material documents.
- Work independently and within a team on special non-recurring and ongoing projects.
- Perform additional duties as assigned.

**Competencies**

- Strong attention to detail and organizational skills
- Excellent time management and ability to multitask
- Solid interpersonal and communication abilities
- Customer-focused mindset
- Comfortable working independently and within a team
- High school diploma or equivalent required
- Previous office or clerical experience preferred
- Proficient with basic office equipment (scanners, copiers, etc.)



### **Work Environment**

This job operates in a professional office environment with occasionally going into the warehouse area. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Physical Demands**

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. This position occasionally requires walking to the shipping department which is located in the back of the warehouse.

### **Position Type and Expected Hours of Work**

This is a part-time position. Days and hours of work are Monday through Friday, generally 12:00 pm to 5:00 pm. Hours may vary, and may be longer at month-end or on an as-needed basis if there is a higher than normal volume of orders.

### **Travel**

No travel is expected for this position.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.