

# SHIPPING / RECEIVING COORDINATOR – BURLINGTON

## QUALIFICATIONS

### Education & Certification:

- High School Diploma
- Certified and experienced with Forklift, Reach, Walkie and Scissor Lift

### Experience & Skills:

- 2-3 years of experience in a warehouse environment, preferably in the food industry
- Strong communication skills (verbal and written)
- Organizational skills, problem solving and ability to prioritize
- Proficient in Word/Excel/Outlook as well as an inventory management software
- Positive attitude and ability to problem solve
- Ability to lift up to 50lbs repetitively
- Ability to stand on feet for the majority of the working day
- Flexibility and willingness to work overtime as required, including evenings/weekends

## PRINCIPAL RESPONSIBILITIES

1. Load and unload trucks.
2. Pick and assemble product for orders as required.
3. Manage and coordinate order priority with shipping and receiving team.
4. Manage Shipping & Receiving process in Famous and ensure product for receiving and shipments are accurate.
5. Verify product and inventory control for both inbound and outbound product.
6. Coordinate product availability for shipments.
7. Conduct product cycle counts.
8. Book appointments for customers based on shipping list.
9. Schedule trucks, drivers and third party services while making any necessary changes to loads.
10. Material planning and dispatch responsibilities including coordinating truck and trailers repairs.
11. Work closely with Sales and Logistics to report rejects or delayed trucks and to coordinate product.
12. Filing and other paperwork.
13. Other duties as required by Warehouse Manager.

Please email your resume and cover letter to: [careers@earthfreshfoods.com](mailto:careers@earthfreshfoods.com)

*\*Only those candidates who will be considered for an interview will be contacted.*