

SHIPPING & RECEIVING COORDINATOR

OBJECTIVE

Reporting to the Shipping & Receiving Manager, the Shipping & Receiving Coordinator is responsible for data entry, inventory control management, scheduling truck arrivals and departures, and ensuring that customer appointments are accurately recorded in Famous. This role is responsible for ensuring all inbound/outbound bookings and appointments are scheduled according to vendor and customer specific guidelines and volume requirements.

QUALIFICATIONS

Education:

- High School Diploma
- Current license for Forklift, Reach, Walkie

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 as required
- Flexibility and willingness to work overtime as required, which will include evenings and weekends

PRINCIPAL RESPONSIBILITIES

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

Please email your resume and cover letter to: careers@earthfreshfoods.com

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

EarthFresh welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.