

## Shipping Coordinator



Growing metal fabrication company in Northwest Baltimore seeks a well-rounded and experienced Shipping Coordinator to work in our Shipping and Receiving department. The Shipping Coordinator will report to the Plant Manager and is responsible for the overall running of the Shipping and Receiving department. The company supplies stampings and components for a large variety of customers with a special focus on aerospace and electrical motor industries and is AS9100C certified.

[www.hydroblanking.com](http://www.hydroblanking.com)

***Immediate need- First Shift- Monday through Friday***

### **Job Duties:**

- A. Verifying, preparing, and packaging outbound materials for shipping
- B. Scheduling shipments to meet customer deadlines
- C. Receiving, verifying, and stocking inbound materials
- D. Coordinating with shipping companies
- E. Maintaining documentation of the shipping and receiving function
- F. Operating a tow motor to load/unload, and secure items to prevent damage
- G. Staging raw material for production
- H. Functioning as a purchasing agent to order certain supplies for the offices, shop, shipping and receiving, and the warehouse
- I. Creating purchase orders for vendors (service vendors i.e. grinder, plater, etc.) and expediting until receipt
- J. Maintaining warehouse record-keeping on raw materials and parts inventory
- K. Maintaining general housekeeping of warehouse
- L. Verifying customer PO against current order
- M. Providing material certifications and traceability records to customers as required
- N. Documenting all customer rejections in the database
- O. Notifying supervisor of any conflicts or issues that will impact on time delivery
- P. Providing status updates as needed to supervisor, sales and other relevant contacts.
- Q. Performing other duties as dictated by the supervisor

### **Job Requirements:**

- Experience with purchasing and shipping and receiving preferred.
- Certified as a Forklift operator with at least two years of experience operating forklifts or ability to become forklift operator certified.
- Strong attention to detail and ability to multi-task.
- Proficient in the use of computers. Experience with JobBOSS highly preferred.
- Excellent interpersonal communication skills and an ability to work in challenging environments with a myriad of personalities.
- Good problem solving skills, ability to read /comprehend sales, manufacturing orders and Bill of Materials

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- Excellent organizational skills and be able to work under deadline pressure.
- Understanding of general shipping policies and regulations regarding freight and be familiar with rates and routes so that they can determine shipping methods preferred.
- Ability to lift and carry up to 50 pounds.

**Benefits:** Competitive hourly rate plus bonus potential. Company benefits include health/dental/ vision/short term disability/group life, 401k, vacation and holiday pay and employer paid life insurance and long term disability.