

# **LABELTRONIX®**

## **Job Description**

**Job Title:** Shipping & Receiving Coordinator  
**Department:** Purchasing / Operations  
**Reports To:** General Manager  
**FLSA Status:** Non-exempt  
**Approval Date:** November 2, 2013

### **SUMMARY**

Handles packaging of all Custom Label products and receives, stores, and distributes/ships Custom Label products within the Manufacturing warehouse.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Special projects and other duties may be assigned as needed.

- Process packaging requirements per specifications of all Digital and Nilpeter custom manufactured orders
- Perform order Q.C. checks according to work instructions to ensure accuracy
- Keep aware of deadlines and process orders to meet commitments
- Receive custom label packages from common carriers and process products in Labeltronix information systems as appropriate
- Pick, pack, and ship outsourced sales orders
- Maintain general order and organization of all warehousing products and procedures
- Load and unload trucks and move stock product inventory to the applicable warehouse
- Load and unload trucks and move raw material product inventory to the applicable warehouse
- Maintain and request shipping supplies
- Perform cycle count inventory for all applicable warehouse products
- Enter merchandise receipts for outsourced products into ERP software
- Pick-up and print out daily orders for shipment
- Prepare and ship customer orders per customer specifications and per LTX processes
- Coordinate pick-ups for common carriers (couriers and truck shipments)
- Re-label items in stock as needed
- Pull samples and build sample rolls as requested
- Manage and process RMA's and vendor return items
- Perform Inventory transfers as needed
- Participate in training programs facilitated by Labeltronix
- Responsible for adhering to processes for, and proper use of, all supplies associated with the shipping and receiving process
- Adhere to existing work instructions/processes and contribute ideas and recommendations for continuous process improvement
- Respond to inquiries and communicate with Customer Service and Sales Teams
- Provide physical assistance for various company wide events and projects
- Sweep, mop, empty trash cans, clean work surfaces and perform any applicable maintenance duties to keep the warehouse area clean and organized

### **EXPECTATIONS:**

- Provide regular feedback on ways to improve production processes
- Provide recommendations and feedback to management regarding operational capabilities and limitations
- Maintain a very organized, clean, and safe work environment

10/15/2014

\* This job description must be updated after 12 months from approval date.

- Participate in a continuous learning environment
- Adjust to new objectives as necessary
- Keep up-to-date on industry knowledge
- Be able to work at times under high-pressure
- Understand the importance of customer needs for both internal and external customers
- Be receptive to feedback
- Be a good listener and open-minded
- Possess a cooperative, team attitude
- Follow procedures/work instructions well
- Be detail oriented
- Have strong dedication and good work ethic

**QUALIFICATIONS:**

- Good troubleshooting skills
- Experience maintaining equipment
- Printing experience is a plus

**EDUCATION and/or EXPERIENCE:**

- High school diploma or equivalent
- Minimum 1 year experience in a warehouse environment is a plus
- Minimum 1 years experience in a label printing operation is a plus

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Basic understanding of Word, Excel, E-mail programs
- Forklift certification is a plus

**PHYSICAL DEMANDS:**

- Lift up to 50 pounds without aid
- Move/handle up to 250 pounds with aid
- Exposed to intermittent noise levels approaching 100 decibels

**SUPERVISORY RESPONSIBILITIES:**

- None

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