

Position Description

Job Title: Shipping and Processing Administrator

Department: Processing & Shipping

Reports To: Processing & Logistics Manager

Location: Dyersville

SUMMARY

Collaborate with Production, Distributors and Logistics companies to prepare and process orders for shipment, both domestic and international. Create BOL's and all other paperwork as required to complete and invoice shipments to meet customer and business and legal requirements. Learn and execute duties for the various processing department roles to serve as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare orders for shipment, identify orders for weekly trucks & timeline needed for shipments. Create BOL's and other paperwork as needed.
- Work with production supervisors and other departments to ensure all information is correct & product is ready to ship.
- Contact shipping companies and distribution with shipment details.
- Enter shipment details from the previous day into the databases and distribute reports as needed.
- Prepare and check invoicing for shipments, cross check to ship list report to ensure all is correct.
- File production papers & pull folders to complete shipments.
- Prepare and scan completed jobs and publish them into the archive data-base.
- Prepare Processing job folders for customer orders for production, review MPM orders to enter materials required for purchasing. Will learn multiple positions.
- Other duties as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are respective of the knowledge, skill, and/or ability required, but are not intended to be all-inclusive. Reasonable accommodations may be needed to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

High school diploma.

Desired experience in manufacturing support role for shipping product and processing orders.

Proficient in use of MS Office or similar software. Learn and properly utilize other business systems.

Ability to work well in a fast-paced environment with frequently changing dynamics.

TEAM SKILLS

Excellent interpersonal and organizational skills. Ability to collaborate and communicate effectively and provide constructive feedback in a positive nature at all levels of the organization. Ability to take direction and feedback from Management and display a positive "can-do" attitude, a strong work ethic and utilize appropriate problem-solving skills. Strong organizational and time management skills. Must be a self-starter and deadline/results driven, effectively handling challenges under stressful conditions and demonstrating a continuous improvement mindset. Is an active learner that is empathetic to the challenges experienced throughout the business. A team player and effective and trusted business partner. Maintain a "mutual trust and respect" and productive work environment within and between departments.

LANGUAGE SKILLS

Ability to communicate throughout the organization in written and verbal form and effectively present information and respond to questions. Ability to read, analyze and interpret business information to determine appropriate actions. Ability to understand and use training material. Conduct and facilitate meetings with cross-functional resources.

MATHEMATICAL SKILLS

Ability to apply simple math concepts; such as fractions, percentages, ratios, and proportions to practical situations. Ability to learn and successfully apply other concepts as needed.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATIONS

None, but may be required in the future.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk and hear. The employee is regularly required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Ability to work for extended periods of time at a workstation on a computer or similar device.

WORK ENVIRONMENT

While performing the duties of this job, the employee is typically in an office environment at a workstation with computers and other equipment with normal levels of noise. It will be necessary on a frequent basis to walk within a light industrial work

environment with higher noise levels – heated but not air conditioned - to meet and communicate with other personnel to conduct business. Employee will be exposed to temperature and humidity variations through the seasons of the year. Personal protective equipment (PPE) must be worn as required. Overnight travel may be required occasionally.