



3601 Focus Drive, Fort Wayne, IN 46818

<b>Job Title:</b>	Shipping/Receiving Coordinator	<b>Department:</b>	Shop Floor
<b>Location:</b>	Fort Wayne Facility	<b>Travel Required:</b>	Daily
<b>Level/Salary Range:</b>	Hourly Based	<b>Position Type:</b>	Part Time: 30 hrs. weekly
<b>Immediate Supervisor:</b>	General Manager	<b>Additional Manager:</b>	Fort Wayne General Manager
<b>Training:</b>	All onsite training	<b>HR Contact:</b>	Company Controller
<b>Training time Frame:</b>	2 weeks		
<b>Requirement:</b>	Valid driver's license and qualified under company driving program		
<b>Performance Expectations:</b>			
<ul style="list-style-type: none"> <li>• Must be capable of setting priorities and working under pressure</li> <li>• Must be able to multi-task with flexibility of duties to be performed</li> <li>• Preferred experience with Microsoft Excel and QuickBooks software systems</li> </ul>			
<b>Job Description:</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Administrative duties including, not limited to, answering phone, greeting customers, support of Warsaw facility welding team, and data entry for receiving product from customers</li> <li>• Building maintenance, operations assistance, and shop floor duties – cleaning of facility to include sweeping, cleaning bathrooms, and general cleaning</li> <li>• Quality inspection, per Microtech training (as directed)</li> <li>• Shipping duties to include but not limited to UPS and FedEx system, packing jobs as required by customers, calling customers when orders are ready for pickup</li> <li>• Filing of all company documents to be maintained in Warsaw</li> <li>• Daily driving: begin at Ft. Wayne facility, travel to Warsaw, end shift in Ft. Wayne</li> <li>• Occasional dropping off and picking up product at customer locations</li> <li>• Any other duties needed to help drive to our Visions, fulfill our Mission, and abide by our Organization's Values.</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <p>High School Diploma or GED equivalent</p> <p><b>PREFERRED SKILLS</b></p> <p>QuickBooks course/training completed</p> <p>Previous work experience with Microsoft Office</p> <p>Strong communication skills</p> <p>Team player</p> <p><b>ADDITIONAL NOTES</b></p>			
<b>Reviewed By:</b>	Name	<b>Date:</b>	Date
<b>Approved By:</b>	Name	<b>Date:</b>	Date
<b>Last Updated By:</b>	Name	<b>Date/Time:</b>	Date/Time