



3601 Focus Drive, Fort Wayne, IN 46818

Job Title:	Shipping/Receiving Coordinator	Department:	Shop Floor
Location:	Warsaw Facility	Travel Required:	Daily
Level/Salary Range:	Hourly Based	Position Type:	Part Time: 20-30hrs. weekly
Immediate Supervisor:	General Manager	Additional Manager:	Warsaw General Manager
Training:	All onsite training	HR Contact:	Company Controller
Training time Frame:	2 weeks		
Requirement:	Valid driver's license and qualified under company driving program		
Performance Expectations:			
<ul style="list-style-type: none"> • Must be capable of setting priorities and working under pressure • Must be able to multi-task with flexibility of duties to be performed • Preferred experience with Microsoft Excel and QuickBooks software systems 			
Job Description:			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Administrative duties including, not limited to, answering phone, greeting customers, support of Warsaw facility welding team, and data entry for receiving product from customers • Building maintenance, operations assistance, and shop floor duties – cleaning of facility to include sweeping, cleaning bathrooms, and general cleaning • Quality inspection, per Microtech training (as directed) • Shipping duties include but not limited to UPS and FedEx system, packing jobs as required by customers, calling customers when orders are ready for pickup • Filing of all company documents to be maintained in Warsaw • Daily driving: begin at Ft. Wayne facility, travel to Warsaw, end shift in Ft. Wayne • Occasional dropping off and picking up product at customer locations • Any other duties needed to help drive to our Visions, fulfill our Mission, and abide by our Organization's Values. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>High School Diploma or GED equivalent</p> <p>PREFERRED SKILLS</p> <p>QuickBooks course/training completed Previous work experience with Microsoft Office Strong communication skills Team player</p> <p>ADDITIONAL NOTES</p>			
Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time