



JOB DESCRIPTION

JOB TITLE: Shipping & Receiving Coordinator **FLSA STATUS:** Non-Exempt

SUPERVISOR'S TITLE: Director, Operations

General Summary: Responsible for handling incoming and outgoing shipments for the facility along with any other tasks necessary to complete such work.

Essential Duties and Responsibilities:

- Shipping and Receiving products/chemicals: track inventory, keep accurate records, package and weigh items, print shipping labels, inspect goods received for damage and distribute products to other departments. Load and unloading trucks by forklift.
- Receive in inventory parts; tag, date and locate in the appropriate stockroom locations, gather necessary paperwork daily in a timely manner.
- Assist others sending parts out for repair and tracking the progress for a timely return.
- Assist in physical inventory counts along with cycle counting.
- Organizing and maintaining stockroom appearance. Assist the Keepstock program.
- Tag and locate work orders and parts with WO#, PO#, date, etc. Place in corresponding rack and let the appropriate personnel know.
- Assist with invoicing and work orders once familiar with the process.
- Assist in entering "break-in schedules" on the spreadsheet
- Coordinate daily work order tracking to make sure work orders exist for every job and assure hours are being charged to the work orders correctly; Assist with closing out work orders with Maintenance software (Mapcon)
- Generate various monthly automated reports as necessary
- Meet with vendors or supplies to discuss products used in repair work or new products.
- Work directly with the CMMS Scheduler and Maintenance Coordinator (Backup for each other)
- Familiar with local businesses on what products they carry for daily parts needs
- Complete all tasks assigned safely and efficiently
- Keep work area clean and organized.

Required Knowledge, Skills, and Abilities: Great computer skills, knowledge with MS Office programs (Outlook, Excel, Word). Ability to multi-task, time-management skills, detail-oriented and self-motivated. Organization skills a must. Ability to operate mobile equipment for daily tasks such as sweeper, fork truck, skid loader, tractor and scissor lift. Knowledge of a Computerized Maintenance Management System (CMMS) and Maintenance software (Mapcon). Knowledge of tools, hardware and parts for reordering. Ability to count and sort for inventory purposes.

Education and Experience: Prior maintenance experience is helpful but not required.

Physical Requirements: Must also be able to perform the following physical requirements, either with or without reasonable accommodation, which also constitute essential functions of the position:

- Ability to lift or more at least 60 lbs.
- Must have ability to work different hours, nights, weekends, and respond to on call when needed.
- General Housekeeping such as using push-brooms on shop floor.
- Ability to understand the ethanol process to assist in situations.
- Able to work within facilities and outdoors, with exposure to large moving equipment, chemicals, loud noises, vibrations, dusty conditions, extreme temperatures
- Operate and manage general office equipment
- Able to freely access all areas of Company premises, including going up and down stairs
- Ability to climb and maintain balance on ladders and elevated walkways and work at heights of at least 30 feet but may extend to 150 feet such as top of grain leg
- Follow and enforce all safety precautions.
- Operate the JLG, fork lift, scissor lifts, skid loader, and sweeper.
- Frequent use of Homeland supplied power tools. Use of various hand tools such as wire cutters, screwdrivers, hammers, wrenches, plyers, levels, clamps, etc.
- Frequent sitting, pulling, bending, stooping, crouching, kneeling, reaching, twisting and forward-bend standing.
- Use of a two-way radio for communication.
- Speak to employees for direction and training purposes.

Working Conditions: Work areas may have exposure to dust and other particles, various weather conditions, various temperatures, loud noises, vibrations and other extremes. Must be able to work safely with exposure to chemicals and while working with heavy moving machinery.

While this job description attempts to identify a number of essential functions required of the position and offers various examples of the kinds of physical demands required, it does not list all the duties of the job and other duties may be required or assigned. Additionally, this job description is in no way a contract of employment and it does not affect the at-will nature of any employment relationship.

EOE