

JOB POSTING

JOB TITLE: Shipping Coordinator - Berkeley

REPORTS TO: Supply Chain Manager - Berkeley

FLSA STATUS: Non-Exempt

JOB SUMMARY:

Works independently with limited direction from Supply Chain Manager. Coordinates shipping operations for LTL & Truckload shipments plus some UPS/FED EX.

Prepares all BOL for shipments and contact carriers for pickup.

Communicates with customers for their special shipping requirements. Works with customer service regarding any shipping issues. Must take care of all hazardous & hazardous waste shipments. Receive and document any finished good that is returned. Make sure all orders are shipped on time and in a timely manner. Direct warehouse personnel for any shipping/picking need. Demonstrates and promotes LHB's values.

JOB RESPONSIBILITIES:

- Must follow written SOPs and possess a high degree of quality in work.
- Plans finished good shipments, schedules, and prepares shipping documentation.
- Load and unload trucks.
- Moves stock weighing up to 50 pounds.
- Receiving of raw & finished good materials.

- Move hazardous waste to storage facilities and onto trucks for transport and disposal.
- Able to drive a fork truck in a safe and efficient manner.
- Operates equipment in a safe manner and in accordance with good safety practices.
- Maintains and/or arranges maintenance of fork trucks and other departmental equipment.
- Required to work overtime when necessary.
- Other duties as assigned.

REQUIRED SKILLS/ABILITIES/KNOWLEDGE:

- Good computer skills.
- UPS and Fed Ex procedures.
- Hazmat Shipping.
- Forklift Experience.

EDUCATION AND EXPERIENCE:

- High School diploma or equivalent.
- 4 years warehouse/fork truck operation experience.

SUPERVISORY RESPONSIBILITIES:

None

LICENSES AND CERTIFICATIONS:

- Process Safety Management, per 29 CFR 1910.119
- DOT HAZMAT Training, per 49 CFR 172.704(a)
- Hazardous Waste Management Procedures, per 40 CFR 265.16
- Fork Truck Training and License, per 29 CFR 1910.178

PHYSICAL DEMANDS:

The physical demands described here 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 required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- Must wear safety equipment in designated areas.
- Lifting up to 50 pounds.
- Required to work overtime when necessary.

WORK ENVIRONMENT:

- Observes and follows safety regulations and displays the ability to always perform job functions in a safe manner.
- Manufacturing facility.
- Working conditions may be extremely hot or cold, depending on weather conditions.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

All activities, demands, conditions and requirements are linked to essential job functions.

If you are or someone you know is interested and meet the qualifications, please submit your resume to Karen Nelson knelson@lhindustries.com , or complete an application on our website at <https://lhindustries.com/careers>

LHB offers equal opportunities to all persons without regard to race, color, religion, age, sex, disability, national origin, ancestry, citizenship, military or veteran status, marital status, sexual orientation, domestic violence victim status, predisposing genetic characteristics or genetic information, or any other status protected by law. Applicants who require reasonable accommodation during the application process may contact the Human Resources Department.