

Enviro Tech Chemical Services, Inc.
Job Description



Job Title: Shipping Operations Coordinator	Back Up: Shipping & Receiving Manager
Work Location: Helena, AR	
Department: Shipping & Receiving	
Reports to: Shipping & Receiving Manager	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Exempt <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Nonexempt	HR Contact: Facility HR Representative Revision Date: 2/28/19

Essential Duties and Responsibilities:

The Shipping Operations Coordinator ensures incoming and outgoing shipments are delivered in a timely manner. Responsible for thoroughly documenting and keeping track of work in a neat and organized manner. Ensures compliance with DHS standards for visitors.

- This position inspects, promotes, and maintains adherence to food safety cleanliness in the handling of product, ingredients and finished goods using proper work procedures and compliance with Food Safety and Quality Standards as defined by the FDA, SQF, HACCP and GMP Programs.
- Responsible for maintaining the daily shipping log.
- Weigh incoming/outgoing tankers and ensure the correct paperwork is received.
- Call in the pallet count and weight to each carrier for the shipments that business day.
- Process all shipments for that work day in a timely manner.
 - Verify that the SDS and COA are correct.
 - Fill out BOLs.
- Schedule pick-up and delivery appointments with carriers.
- Scan completed shipments into InteleX.
- Once orders have shipped, input pro numbers in Chempax.
 - Assist the Shipping & Receiving Clerks with scanning the BOLs to the designated folder as needed.
- Serve as HAR's dispatch.
 - Coordinate with the Transportation Mechanic Lead/ Maintenance department to schedule a time for all trucks/trailers to have their scheduled PMs completed with the least amount of down time possible.
 - Coordinate with production and customer service in order to ensure that orders are filled and ready to ship with the correct paperwork.
 - Communicate closely with the Drivers and assist them as needed.
- Greet visitors that enter the guard shack and make sure they sign in/out.
 - Provide escorted visitors with a white badge and notify their host when they arrive.
 - Provide unescorted visitors with an orange badge.
 - Make sure all new visitors watch the safety videos and fill out the GMP form.
- Perform other job-related duties as required.

Education and/or Work Experience Requirements:

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Excellent computer proficiency (MS Office – Word, Excel and Outlook)
- Proficient in InteleX and Chempax
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- High school diploma or GED required



Physical Requirements:

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear.
- The employee is occasionally required to walk, climb, or balance.
- Specific vision abilities required by this job include close and long-range vision with good peripheral vision.
- Must meet respirator fit test requirements.
- The employee must frequently lift and or move up to 50 pounds.
- The work environment characteristics described here are representative of those an employee encounters while performing the job essential functions of this job. The employee is exposed to outside weather conditions, which include extreme hot and cold weather, humidity, rain and wind. The noise levels in the work environment are low to moderate.
- While performing the duties of their job, the employee will utilize industrial equipment to transport, blend, and package hazardous and non-hazardous materials and compounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of their job.
- Enviro Tech Chemical Services, Inc. is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. Enviro Tech Chemical Services, Inc. is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. Consistent with the Americans with Disabilities Act (ADA) To request reasonable accommodation, contact Director, Human Resources ph. (209) 232.2216, email scoen@envirotech.com.

Print Employee Name:

Employee signature:

Date:

Manager Signature:

Date:

Human Resources Signature:

Date: