

HIX CORPORATION

Job Description Form



Hix Corporation -Shipping/Receiving Coordinator

Reports to- Plant Manager

FLSA: Full Time – Non-exempt

Hours: 40 per week

Shift: 8am – 5pm Monday – Friday

Occasional Overtime Required No Travel Expected

Descriptive Summary

The Shipping/Receiving Coordinator is responsible for ensuring on-time shipments of product as well as processing all received packages and purchased components. This individual will work heavily with Customer Service and Production Supervisors to accomplish this task.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform the essential duties and responsibilities of the job with or without reasonable accommodation.

- Schedule all shipments with FedEx, UPS, or 3rd party carriers, including all applicable paperwork for domestic and international shipments.
- Pick, stage, pack, seal, and label machines and parts.
- Examine shipment contents and compare with records, such as manifest, invoices, or orders, to verify accuracy of shipment.
- File and follow-up on shipping damage claims or incorrect charges.
- Ensure all shipments are delivered to the correct address.
- File all applicable paperwork to Customer Service, purchasing and accounting.
- Periodically assist production.
- Keep accurate records.
- Adhere to shipping and receiving policies/ procedures, and regulatory compliance procedures.
- Maintain compliance with laws, regulations, and /or standards and complete appropriate documentation as required.
- Record shipment data for reporting, accounting, and recordkeeping purposes.
- Order and store shipping supplies to maintain stock inventory.
- Secure production areas at end of shift.
- Daily contribution as a team member is expected with regular attendance and punctuality.
- Other duties as assigned.

Mission and Vision Competencies and Skills

Mission and Vision: Hix Corporation is dedicated to innovative manufacturing of the highest quality equipment and products, serving the worldwide graphics imaging, commercial food and industrial oven industries: cultivating a rewarding partnership with customers, employees and suppliers.

- **Pride:** take pride in yourself, in others and in Hix Corporation.
- **People:** treat people fair and be socially responsible. Everyone matters.



HIX CORPORATION

Job Description Form

- **Partnership:** Respect and value relationships with customers, suppliers and co-workers. Team attitude is crucial. Value open and candid communication to foster an atmosphere of success.
- **Quality:** Quality by design in our products and the work we do to exceed customer expectations. We value the quality of our environment and will maintain its cleanliness and safety.
- **Integrity:** Committed to the highest level of ethical conduct. Strive to succeed in developing safe products, great environment, equal employment practices and compliance with all laws.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide two-digit numbers.
- **Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Physical Demands/Work Environment

- Regularly stand and reach with hands and arms.
- Occasional required to sit, climb, balance, stoop, kneel, or crouch.
- Frequently lift or move up to 50lbs.
- Occasionally lift or move up to 100lbs.
- Regularly exposed to fumes or airborne particles.
- The noise level is usually moderate.
- Exposed to moving mechanical parts and vibrations.

Education/Experience

- High School diploma or equivalent
- 1-year related experience or training
- Equivalent combination of education, experience, and training.

EEO

- Hix Corporation is an Equal Opportunity Employer.

I understand and agree to the duties and expectations of my role as outlined in this job description. I can perform the essential function of the job with or without reasonable accommodations.

Employee Name

Employee Signature

Date

Job Description: Shipping & Receiving Coordinator

Revision Date: 03/2020

HR Authorized Work Code: 3548

Job Code: Employee

EEO: ASW 43-5071 5610