

# Shipping Coordinator

**Job Category:** Supply Chain

Full-Time

Sauk Rapids, MN, USA

The Shipping Coordinator is responsible for scheduling and overseeing the deliveries of outbound freight. This includes providing the proper paperwork, communicating with Customers, and resolving logistical issues as they arise in a fast-paced environment. The Shipping Coordinator will also play a valuable role in the continuous improvement and lean processes changes within the shipping department.

## **Essential Functions:**

- Scheduling and routing product deliveries by developing and executing a load building plan for all outbound shipments
- Coordinating the requirements for other transportation modes - courier (i.e.; SpeeDee; FedEx); and consolidation (common carriers – LTL - i.e.; XPO, YELLOW, etc.).
- Assuring trucks are not overloaded and that all loads fall within standard weight limits for each vehicle
- Assessing job-site delivery requirements and assigning appropriate delivery vehicles and carriers
- Resolving all vehicle safety issues by routing vehicles to the appropriate service facilities for needed repairs, and ensuring all repairs are properly completed and documented.
- Assuring that the company drivers maintain their HOS logbook and DVIR correctly as per the requirements of the company and DOT.
- Ensures shipping compliance with state, federal and international regulations.
- Keeping Commercial customers informed of delivery status
- Ensuring that all drivers' CDL licenses are current and informing drivers when their licenses or medical cards need to be updated
- Assists with the licensing of company owned trucks and trailers. Coordinates the maintenance of equipment and assures that the equipment files are maintained per DOT requirements.
- Participating in the hiring of drivers and material handlers as well as their performance management
- Scheduling new equipment training for drivers and ensuring they are fully certified to operate the equipment
- Handle "Will Call" order process
- Coordinates customer returned product shipments. Communicate and resolve issues with Customer Service.
- Verify that all transportation provider's invoices and associated paperwork comply with company contracted rates and requirements
- Planning and completion of documentation such as pick lists, bills of lading, work orders and shipping orders using computer-based technology.
- Assisting with process improvement projects and lean procedures.
- Assisting with picking of miscellaneous window components and/or truck loading as assigned.

**Qualifications:**

- Education:
  - High School diploma or equivalent
- Experience:
  - Three years in logistics / transportation coordination
  - Three years of factory related experience in warehouse or distribution
- Skills and Knowledge:
  - Ability to lead a work group.
  - Shipping and Receiving experience
  - Ability to organize and prioritize time to balance conflicting demands.
  - Strong written, verbal and interpersonal communication skills with all levels of staff.
  - Customer service focus with the ability to build and maintain strong working and vendor relationships.
  - Ability to work self-directed and as a flexible team player.
  - Ability to adapt to change in a dynamic and fast paced environment.
  - Computer proficiency with:
    - Microsoft Office Products (or similar programs)
    - Load building and dispatch software
    - ERP systems
  - Familiarization with Federal Motor Carrier Safety Regulations and other related regulatory requirements of the industry.
  - Able to deal effectively with various personality types and cultures

Please send resume or completed application to:

**Thermo-Tech Windows LLC**

**Attn: Human Resources**

**1120 38<sup>th</sup> Avenue Northeast**

**Sauk Rapids Minnesota 56379**

**Or email them to: [jobs@thermo-techwindows.com](mailto:jobs@thermo-techwindows.com)**