

<b>Job Title:</b>	Shipping and Receiving Coordinator	<b>Dept:</b>	Materials
<b>FLSA:</b>	<i>Salary</i> Non-Exempt	<b>Issue Date:</b>	02/05/2002
		<b>Revision Date:</b>	06/09/2017

Note: Direct reporting structure is based on division organization charts.

**Key Areas of Responsibility** (Answerable for the following end results)

- Document all activities as required.
- Adhere to all company guidelines for Emergency Evacuation to ensure employee safety.
- Any additional responsibility deemed necessary by management.

**Receiving**

- Ensure all supplier & customer ASN's are entered and/or electronically loaded within specified times (Rec)
- Coordinate all material activities as it relates to "sequence only" product (Rec) *Holt specific*
- Load and review supplier ASN's against receipts to make sure they are correct and transmitted within specified time windows. Report discrepancies to the appropriate Material Planner. (Rec)
- Compare supplier's carrier against transportation routing instructions, complete Document of Excess Transportation Cost forms as necessary. (Rec)
- Notify appropriate Material Planner/Coordinator when new engineering level parts are received. (Rec)
- Prepare Fed Ex and UPS shipments daily (Rec)
- Generates miscellaneous reports for Materials and Receiving Departments, as necessary. (Rec)
- Enter packing slip information into Trans4M and attach the Bill of Ladings by end of business day. Initiate first follow up directly with suppliers on packing slip discrepancies and ASN issues. (Rec)
- Receive all non-production items against assigned discrete purchase orders. Notify recipient of receipt. Communicate MRO packing slip discrepancies to the originator. (Rec)
- Input DPR for shipping inaccuracies (labeling, no paperwork, no ASN, quantity discrep, late, etc.) (Rec)
- Track approved shipping labels for suppliers (Rec)
- Immediately report all damaged freight to the appropriate Material Planner. (Rec)

**Shipping**

- Prepare customer shipping paperwork (bill of lading, packing slip) (Ship).
- Review bank status in Clark System & advise Supervisor of critical levels according to screen (Ship) *Holt specific*
- Coordinate daily truck shipments (Chrysler) (Ship)
- Fully responsible for "sequence only" product (Ship)
- Provides back-up support for miscellaneous Materials functions. (Both)
- Assist in all plant wide inventory activities, as required. (Both)

**Limits of Authority**

- Advise Department Manager of those situations that may pose a significant risk to the program, product assurance, facilities, employee safety or customer satisfaction results.
- Initiate actions to prevent the occurrence of any nonconformance relating to product, process & systems.
- Identify and record any problems relating to the product, process or system.
- Initiate, recommend or provide solutions through the appropriate channels and verify implementation.
- Control further processing and delivery of nonconforming product until the deficiency is corrected.

**Basic Education, Experience and Skills Required**

- High School Diploma or equivalent.
- Working knowledge of basic labor or business operating procedures.
- Strong computer skills (Microsoft Word, Excel)
- Strong communication skills both written and verbal
- Strong attention to detail and follow through
- Hi-Low license preferred
- Able to maintain confidential information

**Dakota University Training (Minimum Requirements)**

- Dakota Orientation
- Dakota Vision and Culture

APPROVAL

**JOB DESCRIPTION**

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- Departmental Training
  - Process – Materials Management
  - Process – Engineering Change
  - Process – Shipping Management
  - Significant Aspects Overview
  - Clark Software
  - Trans4M
  - Supply Web
  - GM Supply Power Overview
  - Covisint Overview
  - Chrysler 7 Step
  - Ford CMMS, EDDL
  - Ford WERS
  - Ford ILVS
  - Ford 8D
  - Ford SIMS
  - Ford GPIRS
  - Ford Packaging, Labeling, Shipping and Routing Guidelines
  - Ford MMOG
  - Ford CPV2
- Company Training
  - BOS Overview
  - Information Technology
  - Outlook
  - Trans4M Overview
  - Purchase Requisitions
  - Quality Mission Statement

**Health, Safety and Physical Demand Requirements**

- Normal amount of sitting and standing, average mobility to move around an office and plant environment, able to conduct normal amount of work on a computer.

**Risks Associated with Job Function**

- None

**Travel Requirements**

- None

The above points have been explained sufficiently.

\_\_\_\_\_  
Employee's Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

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