



Shipping Coordinator Job Description

The Shipping Coordinator is responsible for successfully coordinating the logistics involved in loading, staging and prioritizing shipments from Broetje Orchards. The primary focus of this position is to assign loading team, verify counts and that loading procedures are followed precisely each and every load. The Shipping Coordinator must be self-motivated and take initiative in order to analyze and address problems quickly with the Shipping team and ensure efficiency and continued operation. This position plays a vital role to ensure that goals are met, and as such to be successful, this position will at times need to work into the evening or on weekends on an 'on-call' and as-needed basis.

The Shipping Coordinator plays a crucial role in ensuring communication between production, sales and QC. Further excellent customer service is a requisite skill to fulfill the company's goal of valuing all individuals – customers, truckers and co-workers alike. The Shipping Coordinator reports directly to the Shipping Manager.

Strategic responsibilities include:

- Accountability: model and promote Broetje Orchards' mission, vision, and core values
- Technical Experience: demonstrate knowledge and experience evidenced by the thoroughness and efficiency by which the team works.
- Leadership: work as a valued team member, actively develop employees as leaders, and serve as a positive role model for others.
- Coordination: work with co-workers across the organization but specifically Sales, Production and Quality Control to ensure that everyone is working toward the same goal.
- Communication: ensure constant and informative communication between fellow employees and managers; manage adequate record keeping and reporting systems.

Specific Responsibilities:

- Assign loading teams, verify counts and that loading procedures are followed precisely each and every load;
- Ensure that there is accurate record-keeping including:
 - Driver Sign-in and Check-in sheets
 - Maintenance of pallet inventory

- Verification of export instructions
 - Order confirmation with trucker verification
 - All other record-keeping as deemed necessary
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- Ensure proper loading priority in coordination with Sales, QC and Production team;
 - Monitor and correct any potential miss-loading, and accurately move product thru the warehouse loading system;
 - Work within the requirements of our Food Safety programs and as they relate to shipping ensure that these requirements are followed to the letter.
 - Communicate with Sales Office and Shipping Supervisor about all events that effect shipping, movement of product and the safety of the team and shipments.

Application Process:

Please Send Resumes or questions to LucyC@firstfruits.com.