

## Distribution Coordinator

### **Summary:**

Provides customer support to our distribution customers. Ensure their shipments are shipped accurately and in a timely manner. Provide requested information directly to the customer as requested.

### **Essential Duties:**

Ensuring all daily shipments are pulled and shipped accurately and in a timely manner. Book shipments in the correct time frames to ensure that the shipments are picked up on time. Order supplies as needed and submit for approval. Prepare all shipping documentation, packing lists & invoices. Provide necessary documentation to the customer as needed.

Conduct daily cycle counts. Assist with investigations as requested by the supervisor.

Reply to customers emails directly in a timely manner.

Complete end of day report for on time shipments.

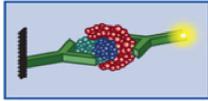
Support the responsibilities of the Distribution Supervisor as needed in his/her absence.

Receive and respond to correspondence and phone calls from customers, including entering customer orders, researching information and tracking progress of orders.

Physical ability to lift 50 pounds and work in temperatures ranging from 32° to 100° Fahrenheit.

Regular, reliable and predictable attendance.

Other duties established by supervisor or company.



**Equipment used:**

Personal Computer  
General Office Equipment  
Laboratory Equipment  
Fork Lift/Stand Up/Pallet Jack  
Company vehicle

**Job Specifications:**

Requires 1-3 years' experience in the area of shipping/logistics.  
High school diploma.  
Oral and written communication skills.  
General personal computer knowledge.  
Intermediate skills in Microsoft Word, Excel and Outlook.  
Working knowledge of the metric system.  
Attention to detail.  
Self-motivated.  
Valid driver's license.  
Current proof of Insurance.  
Clean driving record.

**Working Conditions; Physical & Mental Demands:**

Heavy work, indoors and out: Physical ability to lift 50 pounds and work in temperatures ranging from 32° to 100° Fahrenheit.

**Supervision of Others:**

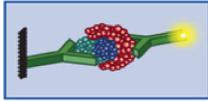
None

**Monetary Responsibilities:**

None

**Equal Employment Opportunity (EEO):**

SLI is an equal opportunity employer and all employees are responsible for maintaining a discrimination and harassment free environment.



**Ethics:**

All employees are accountable for conducting their daily business responsibilities in an ethical and moral manner.

The above declarations are not intended to be an "all-inclusive" list of duties and responsibilities of the job described, nor are they intended to be such a listing of the