



**Position: Shipping & Receiving Coordinator**

**Division:** Lime City Manufacturing

**Reports To:** General Manager

**Location:** Warehouse

**FLSA Status:** Non-Exempt

**Job Type:** Full Time

**Position Summary** The Shipping & Receiving Coordinator is responsible for coordinating incoming and outgoing materials to ensure accuracy, traceability, and on-time delivery in support of customer requirements. This position plays a critical role in maintaining inventory accuracy, supporting production flow, and ensuring compliance with quality systems and standards.

**Essential Duties and Responsibilities** Some responsibilities are directly related to the ISO standard and is the responsibility of this position to maintain compliance with the standard and be prepared to provide proof of compliance during an ISO surveillance or recertification audit.

**Receiving & Incoming Materials**

- Receive all raw materials and purchased components in conjunction with the Quality Department as required.
- Verify quantities and condition of materials received against packing slips and purchase orders.
- Ensure proper identification and traceability of incoming materials per quality system requirements.
- Communicate discrepancies, damage, or nonconforming materials to the Quality Department and management.
- Assist with material segregation and containment as required.

**Inventory Control**

- Maintain accurate inventory records in accordance with company procedures.
- Perform weekly cycle counts and assist with physical inventory.
- Monitor inventory levels to support production schedules and customer shipments.
- Communicate inventory concerns to General Manager, Production, and Customer Service as needed.

**Shipping & Logistics**

- Review shipping schedules to ensure on-time customer deliveries.



- Prepare and verify shipping documentation including:
  - Packing Slips
  - Bills of Lading
  - Certifications (material certs, compliance documentation)
  - Advanced Shipping Notices (ASNs)
- Ensure shipments meet customer-specific requirements.
- Weigh, count, package, and palletize finished goods for shipment.
- Schedule customer deliveries and coordinate freight carriers.
- Schedule steel pickups and coordinate outsourced processing (e.g., plating, powder coating) through Outside Service Purchase Orders.
- Assist with backup invoicing as required.

### **Equipment Operation & Facility Support**

- Safely operate forklifts and other material handling equipment.
- Manually maneuver containers and barrels of parts as required.
- Assist as needed with sorting, running a press or tapper.
- Maintain an organized, clean, and safe warehouse environment.
- Follow all safety policies and procedures.

### **Communication & Compliance**

- Keep General Manager, Quality, Customer Service, and Production informed of shipping or material issues.
- Complete all required documentation accurately and in a timely manner.
- Support continuous improvement initiatives within the warehouse function.
- Perform additional duties as assigned to support business operations.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Education and/or Experience**

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; talk or hear; and smell. The employee frequently is required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds and occasionally lift/move up to 50 pounds. The employee also needs to manually maneuver full barrels of parts that are frequently 100#. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The Employee is occasionally exposed to fumes or airborne particles,



risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

**RACI:**

<b>Lime City</b>	
<b>Task</b>	<b>Shipping and Receiving Coordinator</b>
Prepare Shipping Documentation with Accuracy	A
Receive shipments; verify accuracy against POs and Packing Slips	R
Schedule Deliveries and Pickups	R
Prepare shipments	R
Maintain inventory records and help with audits	R
Culture & Safety	R

2/26/26