

ROASTAR POSITION DESCRIPTION

Job Purpose

The Shipping & Packaging Coordinator will perform a range of activities related to the finishing of custom printed label & bag jobs. The employee will operate several pieces of equipment and package orders for shipment.

Essential Duties and Responsibilities

The list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.

Order Fulfillment- Samples and Packaging

- Regularly check backorder rack and fill back orders as material become available
- Place Finished Goods Inventory on Racks
- Pick, Pack & Ship Stock Orders
- Package and Ship Custom Printed Label orders.
- Pull & Ship Samples to include Special orders.
- Create 50 Packs and assorted packs as needed
- Picking and shipping orders from Make & Hold.
- Receive raw materials
- File completed job jackets

Shipping & Receiving

- Operate a Forklift
- Load and unload truck
- Wrap, band and weigh LTL shipments
- Prepare all shipment paperwork
- Check packing list to actual shipment, deliver all paper work to purchasing
- Ensure daily shipments are processed from all locations in the building

Quality

- Verify quality of return materials, re-package and re-stock return materials, or notify the contact person on the label.
- MRA returns without contact person, email customer service.
- On custom label orders, check order quantity and labels per roll for each sku.

Other

- Assist in inventory counting, as needed
- Assist in handwork, as needed
- Monitor packaging supplies, and alert Roastar Supervisor of packaging supply needs
- General housekeeping to keep work areas clean and clear
- Follow all Company policies and safety procedures in order to maintain a safe work environment

Daily Work Schedule

The time spent doing the different functions will vary from day to day based upon the daily need.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Basic math and measurement

Specific Skills, Licensure and Certifications

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form
- Ability to prioritize and organize workload
- Ability to work with multiple priorities and meet deadlines
- Must be detail-oriented and accurate

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations 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 talk or hear. The employee is frequently required to stand; walk; and use hands to finger, handle, or feel. The employee is occasionally required to sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is frequently required to lift and/or move up to 40 pounds.

Work Environment

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

Employee Acknowledgement _____

Date _____

Supervisor/Manager Acknowledgment _____

Date _____

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all work requirements that may be inherent in the occupation.