

THE KINGSWOOD COMPANY

OUR PRODUCTS. YOUR LABEL. SPARKLING RESULTS.

In business for 60 years, The Kingswood Company is a leading consumer products manufacturer located in Columbus, OH. We serve some of the best-known retailers and brands in the world, and are seeking qualified candidates for the Shipping and Receiving Coordinator position.

We were recently recognized as one of the 100 fastest growing companies in urban America by Forbes Magazine, and was awarded a spot in the 2020 Inc. 5000 list!. We have a culture of hard work, excellence, and innovation. This is an ideal position for someone who wants to be part of a team in a growing company. There is the opportunity to take on additional responsibility as our company grows.

JOB DESCRIPTION: SHIPPING AND RECEIVING COORDINATOR

We are seeking a dedicated warehouse professional who brings an extremely high level **of attention to detail**. The ideal candidate values accuracy, accountability, organization, and can maintain a clean work area.

We are looking for a candidate who is efficient and quick, meets daily expectations and is able to multitask while maintaining organization and cleanliness of the warehouse. The ideal candidate follows all company SOPs and has excellent punctuality and attendance.

Join us – and enter the fast-paced and dynamic manufacturing environment of our company!

This Full-Time position has excellent benefits including medical, dental, and vision benefits, as well as short-term disability and life insurance, paid vacation and holidays, opportunity for incentive compensation and a retirement savings plan with employer match.

JOB FUNCTION:

Shipping and Receiving Coordinator

POSITION TYPE:

Full Time: 40+ hours per week

Shift: 7.30 am - 4.30 pm

Availability for overtime is a **MUST** during seasonal production.

This position is ultimately responsible for shipping and receiving, and **must have a flexible schedule** to come in early or stay late on occasion to fulfill shipping needs.

This position is not a contract position and is an ongoing employee position. Hours worked will be on-site, in our office, located off 670 East, near the airport.

Primary Duties

Daily tasks will include:

Shipping & Receiving

- Communicate updates and populate reports related to shipping and receiving to management
- Loading and unloading of trucks
- Correctly placing items on pallets
- Preparing Shipping documents – FedEx Ground, FedEx LTL

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

- Properly matching BOL documents with the correct outbound and inbound shipments.
- Verify the type and quantity of each item by matching order to the packing list or invoice
- Record any discrepancies in item quantity or type on inbound and outbound products
- Inspect inbound shipments for damage, proper signature of drivers, and properly documenting and alerting management of any issues.
- Properly stage outgoing items to ensure shipment to the appropriate destination in a timely manner
- Ensure all required labels and product information is made visible on each pallet or shipment
- Safely and efficiently run the Fork Lift
- Help develop SOPs and lead by example

Warehouse & Inventory Control

- Monitoring inventory to ensure items are organized and easily accessible to all team members
- Physically receiving raw materials into warehouse, and coordinating with purchasing and/or supervisor to ensure inspection and identification of issues
- Communicate any receiving issues to supervisor on a daily basis
- Execute the receipt of incoming materials from vendors
- Properly organize and arrange the warehouse for efficient storage of inventory
- Coordinate with other production members to ensure proper cleanliness and organization of all warehouse areas
- Assist in developing inventory control processes throughout the facility to increase efficiency
- Help develop SOPs and lead by example

General Warehouse Duties:

- Abide by all established safety procedures.
- Abide by all established company policies and procedures related to production team duties and responsibilities.
- Other duties as assigned.

Fork Lift:

- Experience with stand up fork lift is preferred
 - Onsite training and certification will be provided

Qualifications:

- **Must pass a pre-employment skills assessment**
- **Must pass a basic math and attention to detail test**
- Must be able to work, standing, for an 8-hour shift.
- Must be able to lift a 50-pound box.
- Strong communication skills and attention to detail
- Able to work well with others
- Ability to work effectively with all levels of personnel and vendors
- Must be available for overtime on weekends, and daily as needed and based on work load
- Daily lunch break is regularly scheduled for one hour, and other breaks that are not scheduled, and are at the discretion of the supervisor.
- References and a clear drug test (paid for by the company) will be required.
- International shipping experience is a plus

SALARY LEVEL/COMPENSATION:

Hourly compensation is based on experience. Range \$15 - \$19 / hour, plus overtime. Compensation will be based on experience.

Additional benefits include: 2+ weeks paid vacation; 6 paid holidays; bonus, based on performance; participation in company retirement savings plan with Employer match (eligibility based on tenure); and medical/dental/vision benefits.

ADDITIONAL INFORMATION:

Submit resume, references and a cover letter via email to hr at thekingswoodcompany dot com.

Visit our website at www.thekingswoodcompany.com for more information about our team, products, and company.