



Shipping and Receiving Coordinator

At PacMin, **PEOPLE** matter. **Teamwork**, respect for one another, pride of ownership and an unshakable commitment to quality define the culture at PacMin. Who we are is every bit as important as what we are, the sum total of talented professionals and experienced staff operating as one toward our company's and our customers' goals. We're dedicated to high performance, take pride in our accomplishments and enjoy one another's company at the end of a good day's work. Our culture permeates everything that we do, from reliance on each other through each step of a process in our product to the lasting friendships we build. These are just some of the reason why we take pride in our work.

PURPOSE: Responsible for overseeing the daily shipping, receiving, and packaging of all materials and products coming to and from our Fullerton location.

EDUCATION: Minimum of Associate's Degree or equivalent program.

EXPERIENCE: Minimum of 1 year of experience in packing, assembling or any shipping and receiving related equivalent preferred.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (include physical requirements of the job if applicable):

- Ability to resolve complex problems with minimal guidance
- Ability to work in a team environment
- Proficiency in MS Office, ERP software (i.e. M2M)
- Excellent verbal & written communication skills
- Excellent organizational, planning, and prioritization skills
- Must be able to understand the needs of the customer (internal/external) and respond accordingly
- Must be able to stand for prolonged periods of time
- Ability to lift 50 pounds or more
- Ability to operate warehouse equipment
- Bilingual English/Spanish preferred but not required
- Must have a valid CA driver license

DUTIES/RESPONSIBILITIES (include physical requirements of the job if applicable):

- Oversee daily shipping, receiving, and warehouse operations to expedite workflow
- Process standard domestic/international orders via approved carriers
- Communicate shipping notifications to internal and external customers in a timely manner
- Create daily shipment reports
- Assess and prioritize daily shipping/receiving/other work assignments
- Manage standard freight quotes

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STUDIOS

- Manage and update orders internally as they enter and exit the department
- Accurately receive vendor supplies and oversee distribution
- Maintain and organize adequate shipping supplies and inventory by performing weekly cycle counts
- Assembly of desktop, exhibit models and master packing as needed
- Assist with driving for pickup and drop offs as needed
- Coordinate and communicate effectively with other departments: Accounting, Sales, Production teams, etc.
- Maintain a clean, safe warehouse utilizing 5S methodology
- Assist other departments as needed

If this position sounds like it's for you, please submit your resume to: <https://pacmin-inc.hiringthing.com/>! We want to talk to you!