



SHIPPING-RECEIVING SPECIALIST

The Shipping-Receiving Specialist (SRS) provides operational support to the entire organization to ensure all packages delivered to the facility are safely and efficiently received and provided to the requester, as well as packaging and preparing all outgoing shipments in a timely manner. The SRS also performs various administrative duties as assigned. The SRS reports directly to the Supply Chain/Materials Manager.

Under direct supervision the Shipping/Receiving Specialist is responsible for performing a combination of manual and/or automated shipping, receiving and inventory control duties. This position will receive incoming material and prepare materials for shipment according to shipping practices, procedures, rates, routes and available transportation. Packs and/or unpacks items verifying quantity, weight, and condition in addition to recording materials shipped and received. All functions are performed in accordance with established policies, procedures, safety and environmental regulations, and facility and computer security policies and procedures. Functions are subject to change from time to time to meet the needs of the company.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receive, inspect, and accept all items delivered to the facility.
- Compare packing lists to company purchase orders and ensure that the products in each delivery match the packing list.
- Notify the requester of items received and obtain signature of recipient on the receiving document. Deliver items to requesters as time permits.
- Document and record items received and perform computer receiving transaction in the purchasing system.
- Document any damaged packages received and coordinate with the Buyer for disposition.
- Prepare items for shipment in accordance with all regulations, including dangerous/hazardous materials. Advise requesters on shipping options, requirements and regulations.
- Coordinate and interface with a wide variety of drivers/couriers from delivery companies to ensure correct items are being delivered, packed, and shipped and that documents are correct.
- Receive and transport large items via forklift.
- Maintain PPE inventory counts and supplies.
- Maintain inventory of shipping supplies.
- Greeting visitors, as needed
- Assist with general administrative duties, as requested.

BASIC QUALIFICATIONS, EXPERIENCE, SKILLS, AND EDUCATION REQUIRED

- High school diploma or GED equivalent. An associate degree in business or a related field is an added bonus for a candidate seeking promotion opportunities.
- Any equivalent combination of education and experience determined to be acceptable.
- 3-5 years of work experience in a shipping/receiving role.
- Strong computer skills with knowledge of general office software, particularly the Microsoft Office Suite and experience with computerized receiving and inventory systems
- Strong interpersonal and communication skills
- Excellent organization and administrative skills
- Exemplary customer care skills
- Good mathematical, analytical and problem-solving skills
- Ability to operate warehouse machinery such as forklifts
- Detail-oriented and multi-tasking skills
- Ability to read, analyze and interpret moderately complex documents
- Ability to respond effectively and diplomatically to inquiries and/or complaints.

ITAR/EAR CRITERIA

- This position will require lawful access to ITAR/EAR controlled information and employees in these roles will need to meet those requirements. Requirements include US Citizenship, US Permanent Resident or ability to meet contract-specific licensure requirements.

EMPLOYMENT CATEGORY

- Regular full-time

LOCATION OF EMPLOYMENT

- Albuquerque, NM

Send CV or resume via email to careers@3DGSinc.com