

POSITION DATA					
JOB TITLE:	Shipping Specialist	JOB CODE:	SHSP	SALARY GRADE:	Hourly
DEPARTMENT:	Distribution/Logistics	REPORTS TO:	Logistics Manager	LOCATION:	Lebanon
JOB SUMMARY					
<p>Responsible for all administrative functions as they pertain to the accurate and timely shipping and receiving of customer orders, and product transfers.</p> <p><i>Nortera Foods USA Inc. is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 2000 code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code.</i></p>					
ESSENTIAL FUNCTIONS					
<ul style="list-style-type: none"> ▪ Handle all external communications such as scheduling, directions, order inquiries, and any related customer service requests. ▪ Handle all processes related to carriers arriving and departing the facility ▪ Preparation and maintenance of the loading information cards, shipping logs, and transfer logs, etc. ▪ Preparation of pick tickets for customer orders and transfers. ▪ Preparation and processing of line transfers to outside warehouses. ▪ Preparation and processing of pallet ASN tickets. ▪ Inventory reconciliation and investigation of all potential shipping discrepancies. ▪ Preparation and processing of bulk inventory cycle counts. ▪ Preparation and distribution of various department reports such as shipped case recaps, shipped pallet recaps, and carrier carryover reports, etc.. ▪ Maintenance of department files. ▪ Assist with other responsibilities during departmental vacations. ▪ Handle processing of all FedEx shipping needs on a daily basis. ▪ Inventory management of various pallet programs (Chep, Whitewood....etc.) ▪ Help to produce the highest quality of finished product ▪ Adhere to all company Good Manufacturing Practices (GMP's) ▪ Demonstrate a personal commitment to safety ▪ Report any food safety, health & safety, quality concerns to your immediate supervisor, (MANDATORY) ▪ Various other duties as assigned. 					
QUALIFICATIONS					
KNOWLEDGE, SKILLS AND ABILITIES	<ul style="list-style-type: none"> ▪ General knowledge of Microsoft Office 				
PHYSICAL DEMANDS	<p>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 accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> ▪ Frequent lifting/carrying up to 15lbs. Occasionally up to 50lbs ▪ Occasional pushing/pulling up to 100lbs. ▪ Occasional bending, squatting, twisting, climbing, ▪ Frequent dexterity, reaching, standing, walking, sitting, typing ▪ Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus. <p>Appropriate work intensity level: Light</p>				
WORK ENVIRONMENT	<p>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 the individuals with disabilities to perform essential functions.</p> <ul style="list-style-type: none"> ▪ Normal office environment ▪ Noisy conditions ▪ Dusty conditions ▪ Hot or humid conditions 				

	<ul style="list-style-type: none"> ▪ Wet conditions ▪ Exposure to extreme/seasonal temperatures ▪ Exposure to chemicals or solvents ▪ Work near moving mechanical parts 		
EXPERIENCE	1-2 Years experience in office / warehouse environment		
EDUCATION	High School Diploma or Equivalent		
APPROVALS			
REVIEWED BY:		DATE:	
APPROVED BY:		DATE:	
HUMAN RESOURCES:		DATE:	

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Nortera reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussion. Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.