



## **Job Title: Shipping and Logistics Coordinator**

### **Job Description and Brief History:**

The primary role of this job is to manage the many details and logistics within our production company, Montana Fire and Fabrication. Fire and Fab has grown in huge ways the past few years. We started this company in 2021 and just in three years, we have grown over 200%. We ship on average 50 units per month, all over the country, all which are large freight shipments. We are always working to improve our systems as we grow in order to continue on our same trajectory.

Some of the main tasks of this job are to ensure products and goods are shipping in a timely manner with ample communication along the way with the various teams in our company as well as with our customers and vendors. Within the shipping process, it is also necessary to facilitate freight claims and work with the freight broker to remedy situations involving damaged shipments. This position will also be in charge of inventory and our inventory management system which is vital in making sure our shipments have all the necessary products in stock. There are many moving pieces within this company, so this position relies heavily on organization and communication.

### **Job Duties:**

#### **Primary responsibilities:**

- Ensure all items we fulfill are shipped out in a timely manner and communicated with customers and vendors if needed
- Work closely with Production Manager on shipments and related details to ensure customer satisfaction (lead times and order fulfillment)
- Manage supplies and order when necessary from various vendors along with office and shipping supplies
- Understand what is in production and current lead times of our products in order to communicate with customers when orders might run over lead times or other extenuating circumstances
- Continue to solidify and create efficient processes within the shipping and inventory departments

- Work with Production Manager to streamline the flow of orders and make changes as necessary
- Book freight whenever necessary and communicate with freight broker on any issues that arise as well as the customer service team to ensure everyone is in the loop
- Work with freight companies and vendors on freight claims as they arise. Establish systems to track these and efficiently see them through to the final payment.
- Inventory management - ordering inventory from vendors to ensure everything is available for shipment
- Accurate inventory reporting with the use of inventory software and creating purchase orders to vendors to maintain inventory
- Report monthly on established metrics

#### **Secondary responsibilities:**

- Help in shipping out any orders, covers and accessories that were purchased if help is needed
- Assembly of parts and products for shipping
- Work closely with Production Manager to help stage outgoing shipments and aid in quality control if help is needed
- Assist Production Manager with invoicing

#### **Job Requirements and Expectations:**

- Effectively communicate with customers, shipping companies, manufacturers, and the rest of the team as it relates to any issues that may arise
- Work in a timely and efficient manner with time sensitive matters
- Be proactive in creating new and improved systems within the shipping and receiving department
- Continually look for ways to improve overall efficiency and organization
- Able to navigate software and basic knowledge of computers
- Proficient in emailing and talking to people
- Proficient in utilizing computer software such as Salesforce and an Inventory Management System

#### **Competencies Required to Succeed:**

- Communication
- Execution
- Critical Thinking
- Time Management
- Ownership/Initiative
- Coachable
- Teamwork

**Benefits: Health, Life, and Retirement**

- Available for you and/or spouse and/or children
- Opt-in required and available after 120 days of employment
- 100% Short-term and Long-term Disability covered as well as Life Insurance
- 401k program with up to 4% matching funds (after 1 full year of employment)

**Other Benefits:**

- 88 Hours paid vacation (additional 8 hours accrued every year)
- Paid major holidays
- Company issued laptop and desk area