SHIPPING DESK/INVENTORY/RECEIVING COORDINATOR

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| Department | Reports To | FLSA Status | Prepared By | Approved By | Last Modified |
| Sportswear | N/A | N/A | HR | N/A | 2020-01-08 |

**Job Summary**

* Distributes/manages incoming and outgoing items
* Checks inventory upon arriving

**General Responsibilities**

* Assess and distribute incoming items
* Count garments upon arrival, noting paperwork, communicate any difference/reorders with sales team
* Once all goods are in house for job move garments to staging area with yellow copy and note schedule
* Prepare outgoing items for shipment by creating shipping labels and packaging lists as needed
* Assist with print duties as requested by production coordinator
* \*The company reserves the right to add or change duties at any time.

**Job Qualifications**

* **Education:** High school diploma, GDE, or equivalent work experience

**Skills**

* Time management
* Critical thinking
* Great communication skills
* Judgement and decision making
* Active listening
* Organized