

Shipping & Receiving Coordinator

Greensea IQ enables intelligent solutions for working in marine environments. By leveraging the power of the world's most capable open architecture robotics operating system OPENSEA, we deliver intelligence through data, integrated systems and services that extend our reach into the world's oceans so that our work there may be persistent, efficient, and safe, for the protection of the environment, our users and their assets.

Job Description

The Shipping and Receiving Coordinator is responsible for overseeing the efficient and accurate movement of goods within our organization. The ideal candidate is detail-oriented and highly organized, playing a critical role in ensuring that products are received, inspected, stored, and shipped in a timely, economical, and secure manner.

Responsibilities

- Manage shipping and receiving operations: Coordinate and prioritize daily shipping and receiving activities, ensuring compliance with company policies and procedures. Receive, inspect, and verify incoming shipments, and record all relevant information accurately.
- Shipping coordination: Prepare both domestic and international shipping documents, including bills of lading, packing lists, hazardous goods designations, commercial invoices, and shipping labels. Coordinate with freight carriers and logistics providers to schedule pickups, track shipments, and ensure on-time delivery. Ensure compliance with shipping regulations and maintain up-to-date knowledge of relevant shipping requirements.
- Quality control: Inspect incoming and outgoing products to ensure they meet the required quality standards. Report any damaged, defective, or non-conforming items and collaborate with the appropriate departments to resolve issues.
- Data management: Utilize computer systems and software to maintain accurate and up-to-date records of shipping and receiving activities. Generate reports, analyze data, and provide regular updates to management regarding key performance indicators, such as on-time delivery and inventory accuracy.
- Inventory Management: Maintain Warehouse inventory in accordance with company policy, practice and industry standard. Assist with kitting and movement of inventory to production dept.
- Asset Management: Assist Operations with the movement and tracking of company assets between company and external sites as required.

- Process improvement: Identify opportunities for process improvements within the shipping and receiving function. Implement strategies to enhance efficiency, reduce costs, and streamline operations. Actively participate in cross-functional teams and contribute ideas to optimize overall supply chain operations.
- Safety and compliance: Ensure compliance with safety regulations and company policies in all shipping and receiving activities. Maintain a clean and organized work environment and adhere to proper handling and storage procedures for hazardous materials, if applicable.
- All other responsibilities as reasonably assigned.

Requirements

- High school diploma or equivalent; additional education or certifications in supply chain management or logistics is a plus.
- Proven experience in a similar shipping and receiving coordination role, preferably in a fast-paced environment.
- Strong knowledge of both Domestic and International shipping and receiving processes, including familiarity with shipping documentation, carrier selection, and tracking procedures.
- Proven experience required with shipping dangerous goods, specifically with regards to Lithium Ion and Lithium Iron Phosphate batteries by air, sea and ground.
- Familiarity with safety regulations and best practices in shipping and receiving operations.
- Proficient in using computer systems and software for data entry, inventory management, and generating reports.
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Attention to detail and strong problem-solving abilities.
- Effective communication skills, both verbal and written.

To apply, please send your resume, salary requirements, and cover letter to careers@greenseaIQ.com as PDF documents. The candidate must be eligible to work in the United States. This position is based in Plymouth, MA and cannot be performed remotely. Salary range \$60-70k per year.

Greensea IQ (www.greenseaIQ.com) is an equal opportunity employer. We offer a casual and fun work environment and provide our employees training and continuing education opportunities. Greensea IQ offers competitive salaries and a complete benefits package, including full health insurance, 401(k), and paid vacation, holiday, and sick leave.