

## Shipping and Receiving Coordinator

Department: Production | Shipping  
Reports to: Shipping Lead and Production Manager  
Location: Union City, CA  
Experience: 1 – 3 years  
Job Type: Full Time Employee (non-exempt)  
Education: Min. High school diploma

Tournesol Siteworks is a national manufacturer of landscape products for green buildings based in the San Francisco Bay Area. We're currently searching for a Shipping/Receiving Coordinator as a member of our shipping team. We can promise you an interesting opportunity at the forefront of the Green Building market, a great place to work with a growing company, good benefits, and an interesting client base working on environmentally-conscious construction projects nationally. Because we're a tight-knit group, you need to be a team player to succeed here.

The Shipping/Receiving Coordinator and directly with operations and production staff to direct activities concerned with development, application and maintenance of quality standards for production processes, materials and products throughout our plants. This full-time position is located in our Union City headquarters and manufacturing facility. You will have a direct hand in ensuring continuous inflows and outflows of product, by following the duties and responsibilities detailed below.

Your responsibilities will include:

- Contacting freight carriers and scheduling daily pick-ups
- Managing paperwork for all shipments – including online tracking
- Emailing a daily shipping/receiving log to office staff
- Staging freight and will call pick-ups
- Examine incoming/outgoing shipments
- Report and record any discrepancies
- Inventory

Your qualifications:

- Minimum of 1-2 years customer service and shipping/receiving related experience preferred
- Knowledge of Traverse ERP system, UPS World Ship and FedEx Online highly desirable
- Must have knowledge of creating online BOL's, labels.... etc.
- Forklift operation, certification preferred
- Ability to lift up to 50lbs on a consistent basis
- Basic computer skills; Outlook, Word, Excel
- Must have valid driver's license

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. You should have sufficient education, training and/or work experience to demonstrate possession of these skills. This would typically mean a minimum of one or more years previous experience in a warehouse environment.

Most importantly, we're looking for individuals who are organized, thorough, and think for themselves in the workplace. You'll be working on many projects, and will be expected to keep them all moving forward. You'll need to be comfortable working on a computer and in a manufacturing environment. You should enjoy a small-business environment where your performance makes a difference every day. You'll need to be self-directed, and be able to make decisions without continuous supervision.

**Physical demands**

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, unless accommodation would cause undue hardship to the business. While performing the duties of this job, the employee is regularly required to:

	Physical Demands																	
	Lift/Carry				Push/Pull				Bend									
Frequency	< 10 lbs	11-20 lbs	26-40 lbs	41-100 lbs	< 12 lbs	13-25 lbs	26-40 lbs	41-100 lbs	Squat/kneel	Sit	Walk	Stand	Climb	Crawl	Reach above shoulder	Handling / Fingering	Twist/Turn	Keyboard
Occasionally									X	X			X	X				X
Frequently			X	X			X	X									X	
Constantly	X	X			X	X					X	X			X	X		

Occasionally – Activity or condition exists 1/3 of the time

Frequently – Activity or condition exists from 1/3 to 2/3 of the time

Constantly – Activity or condition exists 2/3 or more of the time

“Frequently” or “Constantly” are ESSENTIAL elements, or demands occurring in the job since they exist, in general, more than half of the time. Physical demands which are designated “Occasional” may be considered essential depending on other conditions.

You'll be well rewarded with an hourly salary depending upon your experience, vacation, full healthcare, 401k, and other attractive benefits upon completion of the requisite period of employment. We take good care of our people, and folks that fit within the group and perform, tend to stay for a long time. You can check us out at [www.tournesolsiteworks.com](http://www.tournesolsiteworks.com). If you are interested, please send a MS Word or PDF copy of your resume and salary history to [jobs@tournesolsiteworks.com](mailto:jobs@tournesolsiteworks.com). Please do not send in more than one; we receive many responses. We'll do our best to respond within 3-5 business days for those candidates considered for the position.

Type: Full time, hourly

Shift: Monday - Friday, 6am – 2:30pm