

Flash4's goal has always been to create a company with strong morals and caring employees that serve our customers and community. This has transpired into a family focused environment where everyone is treated as an extension of our family.



CORE VALUES

Trust • Loyalty • Family Focused • Strong Morals • Lasting Relationships
Commitment to Serving Customers and Community

SHIPPING & RECEIVING COORDINATOR

Flash 4 is a family owned, supply chain solutions manufacturer located in Black River Falls, WI. Our goal has always been to create a company with strong morals and caring employees that serve our customers and community. This has transpired into a family focused environment where everyone is treated as an extension of our family. Flash4 has been delivering results since 1998.

POSITION OVERVIEW: We seek a Shipping & Receiving Coordinator who is eager to innovate, develop, and evolve alongside our team. The primary role of the Shipping and Receiving Coordinator is to locate, stage, and prepare shipments for both freight and ground shipments while confidently and clearly communicating with other employees, customers and carriers. The Shipping and Receiving Coordinator works both independently and individually to ensure the correct product is coming in and out of our three facilities in a timely and efficient manner.

ESSENTIAL FUNCTIONS:

Optimal Production and Quality Assurance Innovations

- Detect and report defective materials or questionable conditions on incoming or outgoing product to ensure optimal quality.
- Acts as the last line of defense to ensure our customers are getting exactly what they ordered in a time efficient manner.

Safety and Compliance

- Takes a safety-first approach in ALL operational functions.
- Perform assigned safety inspections to ensure OSHA compliance. Including but not limited to forklift inspections and electric power jack inspections.
- Demonstrate excellent standing forklift operation experience following proper in-house certification and permissions.
- Maintain the work area and equipment in a clean, orderly condition and follow the prescribed safety regulations.

Managing Efficiencies and Productivity

- Ability to learn and navigate Flash4's internal database (LabelTrax) to identify Shipping and Receiving inventory and data collection.
- Demonstrate excellent multi-tasking and organizational skills and have the ability to thrive in a fast-paced environment.
- Display leadership and clear communication when working alongside multiple departments.

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SHIPPING & RECEIVING COORDINATOR CON'T

Required Knowledge, Skills, and Abilities include:

- Possess confident professionalism when communicating with customers and/or third parties on a daily basis.
- Must have sound basic mathematic, typing and phone skills.
- The ideal candidate should be a self-starter who can work independently and remain productive at all times along with possessing self-motivation to identify upcoming tasks and set priorities for the shift.
- Daily contact with co-workers, management, third party vendors and customers requiring courtesy, discretion and sound judgment. Understand they are a representative of the employer at all times.
- Being a team player while occasionally assisting other departments to ensure jobs are complete on a timely basis
- Communicate effectively with all functional areas of the plant to ensure production needs are successfully achieved. Fostering trust by positively engaging with team members daily.

EDUCATION AND EXPERIENCE

- High school graduate or General Education Degree (GED) with basic computer skills knowledge.
- Prior experience preferred, but not required.
- Ability to read and interpret documents, including safety rules, operating instructions, and quality manuals.
- Strong mathematical skills, including addition, subtraction, multiplication, and division.

GENERAL INFORMATION

- This is a full-time position with general working hours Monday-Friday 8:00 AM-4:30 PM
- Hourly pay based on experience plus performance incentives.
- Please note this position does require some physical demand including but not limited to ability to stand and sit for extended periods of time, able to move and lift up to 50 pounds and ability to reach and bend.

BENEFITS

As a Flash4 employee, you earn more than just a paycheck, you earn a comprehensive package of benefits as well. Total compensation includes your pay (base salary), a newly upgraded medical/dental program, employer paid life insurance, a generous paid time off program, an employer matched retirement savings plan, and paid holidays. New in 2024: We even offer employees an additional paid holiday off- their Birthday!

Note: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the Flash4. For more information, to schedule a facility tour or to apply please contact Jessica Rockwell at jrockwell@flash4.com or 715-299-9250 (ext. 110).

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