



MCKAY NURSERY COMPANY

Shipping Coordinator Position

Waterloo, WI

POSITION DESCRIPTION

We currently have a **full time Shipping Coordinator** position available in our business division located in Waterloo, WI.

PRIMARY RESPONSIBILITIES

- Coordinating transportation to ensure prompt and proper movement of shipments
- Timely managing and maintaining logs and records of order
- Responding to customer inquiries from inception to completion
- Reviewing purchase orders and shipping documents to ensure accuracy, tracking and fixing errors
- Arranging and negotiating third-party freight costs, when needed, for timely servicing of all customers using McKay approved carriers
- Communicating with suppliers and customers
- Preparing accurate invoices
- Preparing accurate reports for upper management
- Ensuring that the quality of all services provided meets the required standards
- Developing processes that make the supply chain more efficient and organized

BEST CANDIDATES WILL HAVE

- Bachelor's Degree in Logistics
- 2+ years experience in customer service or logistics management
- Ability to work with little supervision and track multiple processes in a fast-paced environment
- Knowledge of laws and regulations
- Working knowledge of logistics software
- Outstanding organizational, communications and interpersonal skills and coordination abilities
- Working knowledge of Microsoft Office products
- Ability to project a knowledgeable, enthusiastic, positive attitude that encourages customer and employee confidence.

WHAT YOU WILL EXPERIENCE

An exciting, fast paced environment with a growing nursery

- Veteran leadership with an open-door policy
- A focus on making our employees the best they can be
- Team approach to problem solving

CONTACT

Email your resume to Lschomber@mckaynursery.com.