



## JOB DESCRIPTION

**Job Title:** Dispatch/Shipping Coordinator

**Facility:** Brooklyn Park

**Department:** Distribution

**Reports to:** Distribution Manager

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### SUMMARY

Under the direction of the Distribution Manager and Distribution Supervisor, the Dispatch/Shipping Coordinator will dispatch the Drivers who prepare material for deliveries, safely operate their delivery vehicles according to D.O.T. regulations and execute their deliveries to ENPOINTE customers with exemplary customer service. In addition, the Dispatch/Shipping Coordinator will contribute to the preparation and outbound processing of ENPOINTE Truck, UPS, FedEx, LTL, TL and Air Freight shipments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following. Other duties may be assigned as needed.

- Prepare finished materials for loading onto delivery trucks, by palletizing, pallet wrapping, pallet banding, etc.
- Prepare delivery documents as required.
- Accurately load delivery trucks in appropriate stop sequence.
- Plan delivery routes in the most efficient manner to minimize use of labor hours and fuel consumption.
- Communicate regularly by cell phone with all drivers and other ENPOINTE plants to coordinate additional dispatch instructions and requirements.
- Perform inside housekeeping and other duties as required.
- Obtain Freight quotes.
- Obtain Proof of Deliveries.
- Dispatch drivers.
- Dispatch special delivery and weekend shipping requirements.

### QUALIFICATIONS

- High school diploma or equivalent.
- Working knowledge of Microsoft Office software.
- Excellent keyboarding and 10-key skills.
- Excellent math and reading skills.
- Knowledgeable of Twin Cities routing of delivery trucks.
- Ability to interact with customers in a professional manner.

### PHYSICAL REQUIREMENTS

- Constant strong communication, walking and working on a computer.
- Frequent lifting 20lbs, pushing, bending, reaching, standing, sitting, operating Mechanical equipment.
- Occasional lifter 50+lbs, pulling, kneeling, stooping, climbing stairs, operating motor vehicles.

*Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)*

*Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of 8-hour day)*

*Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)*