

**Job Title:** UPS Shipping Coordinator  
**Department:** UPS Shipping  
**Reports to:** UPS Shipping Manager  
**Work Hours:** Full-time 7:30am-4:30pm



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## Position Overview

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## Responsibilities

- Inventory finished goods.
- Work closely with Purchasing and Sales regarding inventory levels.
- Cycle Inventory counts.
- Communicate with Customer Service to schedule/manage
- UPS shipments for Betty Lou Brand customers.
- Coordinate special shipments including special pallet sizes, with Sales, Shipping and UPS.
- Communicate shipment changes to Accounting, Customer Service and Shipping.
- Complete paperwork pertaining to shipping changes.
- Work with Shipping and Customer Service to answer customer shipment questions.
- Transfer appropriate shipping documents to Customer Service.
- Inventory customer product that is stocked on production floor.
- Manage inventory levels for various Betty Lou Brand products.
- Follow up on the disposition of product from: overages, returns, and pilots/test batches.
- Other tasks as assigned.

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## Requirements

- Computer skills in Microsoft Office including Outlook, Word and Excel.
- Knowledge of shipping software/websites (UPS, Fed Ex, DHL)
- Knowledge of Cycle Count Inventory practices.
- Ability to multitask in a busy manufacturing environment.
- Able to speak and write English fluently.
- Ability to learn new skills and assume new responsibilities.
- Able to work in a team environment.

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## Physical Requirements

- Ability to work in a Production/Warehouse environment with exposure to major allergens.
- Ability to sit, stand and/or walk for extended periods of time (up to 10 hours).
- Ability to use hands to digitally manipulate Computer, inventory and office equipment, as well as handle food products.
- Ability to occasionally climb or balance; stoop, kneel, crouch, or crawl and talk or hear.
- Ability to regularly lift and /or move up to 50 pounds.
- Ability to use distance vision and have depth perception.
- Ability to distinguish shades of color to identify abnormalities in food packaging.
- Ability to taste, feel and describe sensory aspects of food products.