SemiDice is looking for a Shipping & Receiving Coordinator to join our team!

**Job Summary:**

Receiving and shipping semiconductor materials and support of plant operations and maintenance.

**Essential Job Functions:**

* Confidentiality: Maintains a high degree of confidentiality with regard to customer and company information.
* Communication: Communicates clearly with supervisor and co-workers.
* Organization: Maintains continuous workflow to meet daily requirements.
* Equipment: Uses office programs, scan gun, and tape dispensers to shipping receiving in materials.
* Physical: Stands for extended time periods. Hearing and vision within normal ranges.

**Responsibilities:**

* Uses computer for email, internet information and uses Microsoft Office documents to create shipping tickets, shipping entries and maintain an electronic log of incoming and outgoing packages.
* Lift and move (1-10 lbs - 99% of time) packages as required
* Prepare shipping documents, package up outgoing parcels according to customer specifications
* Select appropriate carriers/truckers to fulfill needs, both domestic and international and complete necessary shipping documentation/paperwork
* Track shipments as needed and supply information to materials department
* Notify office staff of incoming shipments when needed
* Transport goods within department as needed
* Requisition, maintain and store shipping materials, equipment, shippers bills of landing, air bills, documentation and miscellaneous supplies at all times
* Maintain an organized shipping and receiving area to include storage area
* Perform other office duties for materials, lab duties and plant operations as needed

**Experience:**

* None required

**Skills:**

* Ability to follow instructions to complete task carefully and consistently.