



Established, metal fabrication company in Northwest Baltimore seeks a Shipping & Receiving Coordinator to lead our Shipping and Receiving department. The Shipping & Receiving Coordinator will report to the Plant Manager and is responsible for all the shipping and receiving tasks of the department.

Wingard and Company supplies stampings and components for a large variety of customers with a special focus on aerospace and electrical motor industries and is ISO9 9001: 2015 and AS9100D certified. We believe that hiring a diverse, multi-cultural workforce is essential to building a successful company; our staff of 40 employees represents 9 different home countries. We offer competitive pay with potential for quarterly bonuses and an excellent benefits package. If you enjoy working in a family environment with a great boss and fun coworkers and you have excellent organizational and administrative skills, you may be our ideal candidate! Send your resume to

[hr@wingardcompany.com](mailto:hr@wingardcompany.com)

[www.wingardcompany.com](http://www.wingardcompany.com)

***Immediate need- Monday through Friday 7:00 a.m. – 3:30 p.m.***

### **Job Duties:**

- Verifying, preparing, and packaging outbound materials for shipping
- Scheduling shipments to meet customer deadlines
- Receiving, verifying, and stocking inbound materials
- Coordinating with shipping companies
- Maintaining documentation of the shipping and receiving function
- Staging raw material for production
- Functioning as a purchasing agent to order certain supplies for the offices, shop, shipping and receiving, and the warehouse
- Creating purchase orders for vendors (service vendors i.e. grinder, plater, etc.) and expediting until receipt
- Maintaining warehouse record-keeping on parts inventory
- Verifying customer PO against current order
- Providing material certifications and traceability records to customers as required
- Documenting all customer rejections in the database
- Notifying supervisor of any conflicts or issues that will impact on time delivery
- Providing status updates as needed to supervisor, sales and other relevant contacts.
- Performing other duties as required.

### **Job Requirements:**

- Experience with purchasing and shipping and receiving preferred.
- Understanding of general shipping policies and regulations regarding freight and be familiar with rates and routes so that they can determine shipping methods preferred.
- Strong attention to detail and ability to multi-task.
- Proficient in the use of computers. Experience with JobBOSS highly preferred.
- Excellent interpersonal communication skills and an ability to work in challenging environments with a myriad of personalities.
- Good problem solving skills, ability to read /comprehend sales, manufacturing orders and Bill of Materials.
- Excellent organizational skills and be able to work under deadline pressure.
- Ability to lift and carry up to 35 pounds and occasionally up to 50 pounds.
- A great sense of humor.