

JOB TITLE: Import/Export Logistics Specialist I

DEPARTMENT: Business Operations/Shipping
REPORTS TO: Shipping Supervisor
FLSA: Non-Exempt

SUMMARY:

This person will be responsible for the preparation of domestic documentation including: packing lists, airway bills (courier or airfreight waybill), Shipper's Letter of Instructions, and other documentation as required by U.S. Government regulations on UNICOM Engineering domestic shipping.

This person will screen all persons, companies, and freight forwarders against the Denied Parties list. Other responsibilities include but not limited to the execution and routing of customer orders with appropriate INCO Terms, carriers, freight weights and volumes to meet delivery requirements.

Track and trace domestic shipments and coordinate with the carrier to resolve issues delaying customer deliveries. Maintains all departmental records in accordance with U.S. Government regulations and UNICOM Engineering record retention policies and practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare all domestic shipping documentation
- Manages and/or performs packing, data entry and shipping of domestic shipments
- Manages the shipment record log on a daily basis and sends daily shipping report
- Researches and resolves customer or supplier issues
- Generates and maintains guidelines which detail cut-off time for specific carriers to meet daily shipments (domestic only)
- Airfreight security
- Courier/Ground and Airfreight/Airline restrictions
- Audits all shipping documentation to insure compliance with recordkeeping policies and procedures
- Show up to work on time and attend work as scheduled
- Some late nights and weekends are required, particularly at the end of each quarter
- Learn about company's business as appropriate
- All other duties as requested by supervisor or department head

COMPETENCY QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If an employee does not meet the required competency level in any area, a required development training plan will be implemented.

Job-Specific Competencies:

(Education and/or years of experience; technical and/or analytical; software or applications; department and/or position specific; internal or external certifications required)

- High school diploma or GED equivalent

- At least 1 year related experience in shipping and/or warehouse operations
- Ability to follow all applicable Business Management System (BMS) processes

Management Competencies:

(Management experience required)

- None

Core Competencies:

(Other core requirements including communication, presentation, language, math, and reasoning skills)

- Ability to read, write and speak English
- Ability to compose reports and correspondence
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Excellent written and verbal communication skills
- Knowledge of basic addition, subtraction, division and multiplication of numbers is required
- Ability to use word processing, spreadsheets and electronic office tools
- Know and follow established company core values

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; to sit, stand, walk; and to talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

- Lifting Requirement: up to 50 pounds
- Lifting Limitation: 50 pounds

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Warehouse environment
- The noise level in the work environment is usually moderate