

## **Production Department – SHIPPING COORDINATOR**

**Regular office hours:** 37.5 hours weekly Mon – Thurs     **Position Reports to:** Production Manager

### **General Directive**

Jerry Savelle Ministries International exists to reach people around the world with the Gospel of the Lord Jesus Christ, teaching them to become the winners in life that God created them to be. The directives to fulfill Dr. and Mrs. Savelle's God-given vision are: motivating – evangelizing – discipling – and reaching out to people around the globe with Biblical truths concerning spiritual growth, renewing the soul, and healing their bodies, finances, and relationships.

In line with Biblical stewardship, the Production Department is integral to the success of the Ministry and its primary objective is to provide excellent service to the public.

- Must live a life that exemplifies Christ and Biblical values – attend church regularly
- Employee demonstrates commitment to the core values of Jerry Savelle Ministries International
- Participates effectively in the success of JSMI's major outreaches and/or annual events:
  - President's Cabinet/Vision Events
  - HFMA Annual Conferences
  - SWBC Conferences
  - Chariots of Light Meetings

### **Primary Duties**

- Conducts the shipping and receiving of products in a safe, accurate, and timely manner
- Maintains good working relationships with all employees, visitors and JSMI vendors
- Communicates effectively regarding issues concerning products, orders, supplies, equipment, shipping and receiving
- Keeps the warehouse in a neat, orderly, and safe fashion
- Develops a working knowledge of the content of all JSMI products
- Ensures that products and services are produced efficiently, are of excellent quality, quantity, and cost
- Exemplifies the ability to multi-task as required; demonstrates good verbal and written communication skills
  - Takes ownership in the quality of products produced
  - Downloads and processes daily orders from order entry software
  - Assists in updating inventory database to track the location and transfer of products
  - Accurately picks and pack orders for shipment both domestically and internationally
  - Detail-oriented
  - Ability to lift up to 50 lbs.
  - Working knowledge of UPS Worldship software and shipping websites such as FedEx is a plus
  - Basic computer (PC) experience

#### **PREPARE ORDERS FOR SHIPMENT**

- Pulls, packs, and prepares orders
- Fills orders accurately with precision to details
- Packs orders in a safe and secure manner
- Ensures boxes are clearly marked with the correct contents and quantity
- Communicates with the Production Manager about any issues fulfilling orders
- Understands how to and prioritizes orders productively

#### **MAKE SHIPMENTS**

- Prepares shipments as instructed (Packing Slips, Church orders, etc.)
- Follows specific shipping instructions given, otherwise determines the best method of shipment

- Exports shipments in a safe and timely manner
- Arranges for shipments to be picked up
- Attaches tracking information to the picking list

#### RECEIVE PRODUCTS FROM OUTSIDE SOURCES

- Physically receives products into the warehouse
- Checks the boxes received for any discrepancies, *before* signing delivery receipts
- Informs the appropriate personnel of incoming products, in a timely manner
- Places incoming products in designated space within warehouse

#### SUPPORT MANAGEMENT WITH WAREHOUSE MAINTENANCE

- Helps maintain proper levels of materials and supplies utilized in the warehouse
- Submits requests to order supplies as needed
- Handles general warehouse maintenance
- Reports any warehouse issues and repairs needed
- Responsible for proper maintenance and use of forklift

#### MISCELLANEOUS DUTIES

- Closes and secures all warehouse doors daily
- Turns off lights and other electrical devices such as heaters, fans and radio before leaving
- Sweeps and organizes the warehouse as necessary
- Other miscellaneous duties as required

#### **Additional Requirements**

- Must live a life that exemplifies Biblical values
- Exhibit an excellent attitude
- High school diploma/GED
- Previous shipping experience necessary
- Reliable and hard working with a strong work ethic
- Must be able to maintain speed and efficiency with minimal supervision
- Able to handle physical work
- Responsible to see tasks and projects through to completion, no matter the interruptions or delays
- Upholds confidentiality agreement of all JSMI/HFCC business
- Forklift operating experience is a plus

*This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts and working conditions associated with this position. It does, however, reflect the principal job elements of this position. This job description does not constitute a contract for employment.*