



JOB DESCRIPTION

Job Title: Shipping & Receiving Specialist

Department: Warehouse Department

Reports To: Warehouse Manager

FLSA Status: Non-Exempt

Date Issued: January 22, 2026

SUMMARY:

We are looking for **Shipping & Receiving Specialist** - responsible for coordinating and executing all inbound and outbound logistics activities, with a strong focus on accuracy, efficiency, and compliance. This role serves as the primary point of contact for shipping and receiving documentation, carrier coordination, freight scheduling, and ERP transactions. Based in the office, the Specialist works closely with warehouse operations to ensure the timely and accurate movement of goods. A strong logistics background is essential, as this position manages end-to-end inbound and outbound logistical needs.

This ideal candidate is highly organized, detail-oriented professional who excels at logistics coordination, data accuracy, and cross-functional communication.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate and schedule inbound and outbound freight with approved carriers to meet production and customer delivery requirements.
- Prepare, review, and process shipping documentation, **including** bills of lading, packing slips, freight invoices, and carrier paperwork.
- Accurately record all shipping and receiving transactions in the ERP system (NetSuite preferred) and supporting Excel logs/spreadsheets.
- Serve as the primary administrator for shipping and receiving records, ensuring documentation accuracy, traceability, and audit readiness.
- Verify shipment details (quantities, item numbers, lot codes, and destinations) against purchase orders, sales orders, and production schedules.
- Communicate daily with carriers regarding pickup scheduling, delivery confirmations, delays, and claims.
- Investigate and resolve discrepancies related to shortages, damages, mis-shipments, or billing errors; escalate issues as needed.

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- Request, compare, and track freight quotes and transit times to support cost-effective logistics decisions.
- Coordinate closely with Warehouse, Production, Planning, and Customer Service teams to align shipment readiness and material availability.
- Maintain organized digital and physical files for shipping and receiving documentation.
- Support inventory accuracy through transaction validation, reporting, and cycle count reconciliation.
- Ensure compliance with GMP, food safety, and warehouse safety standards in all logistics-related activities.

OTHER DUTIES AND RESPONSIBILITIES:

- Provide administrative support for inventory counts and reconciliation activities.
- Assist with process improvements related to shipping accuracy, freight costs, and documentation flow.
- Support training on shipping and receiving administrative procedures as needed.
- Perform additional logistics or warehouse administrative tasks as assigned by management.

REPORTING STRUCTURE:

- **Primary Manager:** Warehouse Manager

EDUCATION AND EXPERIENCE:

- High school diploma or GED required; Associate's degree preferred.
- 2–3 years of experience in shipping and receiving within a warehouse or manufacturing environment.
- Experience working with carriers, freight scheduling, and logistics coordination required.
- ERP experience (NetSuite preferred) and strong Excel skills required.
- Forklift certification a plus but not required, as this role is primarily administrative.

KNOWLEDGE, SKILLS, AND ABILITIES:

- **Shipping & Receiving Knowledge:** Understanding of inbound/outbound logistics, freight documentation, and carrier coordination.
- **ERP Systems:** Experience using ERP systems such as NetSuite preferred.
- **Technical Proficiency:** Strong proficiency in Microsoft Excel and data entry accuracy.
- **Inventory Support:** Ability to assist with cycle counts, reconciliation, and inventory accuracy.
- **Attention to Detail:** High level of accuracy in documentation and transaction processing.
- **Logistics Administration:** Strong understanding of shipping workflows, freight documentation, and carrier coordination.

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- **ERP & Data Accuracy:** Proven ability to process high-volume transactions accurately in ERP systems.
- **Organization:** Excellent record-keeping and document control skills.
- **Communication:** Clear, professional communication with internal teams and external logistics partners.
- **Problem Solving:** Ability to investigate discrepancies and drive resolution efficiently.
- **Time Management:** Ability to manage multiple shipments and deadlines simultaneously.
- **Collaboration:** Works effectively across departments to support production and order fulfillment

PHYSICAL DEMANDS:

- Primarily office-based with regular time spent in warehouse areas.
- Ability to move between office and warehouse as needed.
- Occasional lifting up to 25–50 lbs with assistance when required.

WORK ENVIRONMENT

- This position operates primarily in a warehouse environment where exposure to temperature changes, dust, and varying levels of noise is common.
- The work environment may involve operating forklifts or other warehouse machinery, with adherence to all safety regulations and use of personal protective equipment (PPE) required.

Note:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by management or the CEO.

To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at will relationship.

Reviewed with employee by:

Signature: _____

Name and title: _____

Date: _____



Received and accepted by:

Signature: _____

Name: _____

Date: _____

The company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.