

Reports to: Logistics Manager **Department:** Logistics

Classification: Non-Exempt **Updated:** July 2026

Job Summary:

Responsible for accurate and efficient processing of inbound and outbound shipments while ensuring compliance with safety and regulatory requirements.

Participate in startup and operational readiness activities, including process development, training, inventory setup, facility organization, system implementation, and continuous improvement initiatives necessary to support a successful facility launch and future growth.

Key Responsibilities:

- Receive, inspect, verify, and process incoming materials, ensuring accuracy against purchase orders and shipping documentation.
- Prepare, package, label, and process outbound shipments in accordance with customer and carrier requirements.
- Coordinate inbound and outbound transportation activities and schedule carrier pickups and deliveries.
- Ensure compliance with DOT, hazardous material, transportation, and shipping regulations.
- Support quality control, quarantine, hold, and nonconforming material processes.
- Maintain accurate inventory transactions, shipping records, and receiving documentation within ERP/WMS systems.
- Safely operate forklifts, pallet jacks, reach trucks, and other material handling equipment to move, stage, store, and transport materials.
- Assist with cycle counts, inventory audits, and inventory accuracy initiatives.
- Follow all OSHA, company safety, environmental, and hazardous material handling requirements.
- Maintain clean, organized, and audit-ready shipping and receiving areas.
- Perform other duties as assigned.

Required Qualifications:

- 2–4 years of shipping, receiving, warehouse, or logistics experience.
- Experience with ERP/WMS systems and inventory transaction processing.
- Forklift certification preferred or ability to obtain certification.
- Experience in manufacturing, chemical manufacturing, or distribution environments preferred.
- Strong attention to detail, organization, and commitment to safety and quality.

Our Culture

King Technology is a people-first company where creativity thrives alongside respect for faith, family, and work-life balance. We believe the best work happens when people feel valued as whole individuals.

Our values shape how we work:

- We **Reflect Integrity** in every client interaction, design decision, and team conversation
 - We **Sparkle with Excellence**, holding ourselves to high creative standards while continuously learning and improving
 - We **Create Good Chemistry with People** through trust, collaboration, and genuine support for each other's growth
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Shipping and Receiving Coordinator

- We're **Ruled by the Golden Rule**, treating colleagues, vendors, and stakeholders with fairness and respect
- We're **Immersed in Courage**, empowering bold creative ideas and direct, thoughtful communication

You'll join a collaborative team that celebrates creative excellence, invests in professional development, and believes your life outside work matters just as much as what you create within it.
