JOB DESCRIPTION

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| **TITLE:** | Receiving Coordinator 1,2,3,4 | **DATE:** | 8/2016 |
| **REPORTS TO:** | VP Client Care | **FLSA STATUS:** | Hourly Non-Exempt |
| **DEPARTMENT:** | Accounting | **MGT/SPVR:** | No |

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**SUMMARY**

The Receiving Coordinator is responsible for the receiving process in the accounting system, based upon packing lists and vendor invoices. The Receiving Coordinator is also responsible for obtaining packing lists and vendor invoices directly from vendors when data has not been previously provided. Sends received invoices to Accounts Payable on the same day as received to insure prompt payments. Files freight claims with carriers if needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES***include the following. Other duties may be assigned.*

* Once documents are provided by Service Ops warehouse staff, receives purchase orders based on physical receipt of product.
* Constantly monitors the AP mailbox for order related invoices; prints, receives, and scans to accounts payable.
* Performs daily EDI drop ship receiving process, and then reviews received orders to verify sales order completion if appropriate.
* At time of drop ship receiving, reviews all purchase orders related to the sales order, and receives in as appropriate. Includes reviewing purchase orders with 100% prepayments, internal services, and misc. purchase orders issued
* Receives order invoicing requests and reviews orders for missing data, and obtains the data to close lines and put order into a fully delivered status.
* Files and tracks freight claims.

**SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

**EDUCATION and/or EXPERIENCE**

**Receiving Coordinator 1** - Requires a high school diploma or GED plus Bachelor’s degree and up to 2 years of related experience;or equivalent combination of education and experience. Has knowledge of commonly-used concepts, practices, and procedures within field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Operations database experience is preferred, as well as previous working experience with Microsoft Office Suite.

**Receiving Coordinator 2** - Requires a high school diploma or GED plus Bachelor’s degree and up 2-5 years of related experience;or equivalent combination of education and experience. Familiarity with standard concepts, practices, and procedures within field. Relies on limited experience and judgment to plan and accomplish goals. Operations database experience is preferred, as well as previous working experience with Microsoft Office Suite.

**Receiving Coordinator 3** - Requires a high school diploma or GED plus Bachelor’s degree and at least 5 years of related experience;or equivalent combination of education and experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead, train and direct the work of others. A wide degree of creativity and latitude is expected. Operations database experience is preferred, as well as previous working experience with Microsoft Office Suite.

**Receiving Coordinator 4** - Requires a high school diploma or GED plus Bachelor’s degree and at least 7 years of related experience;or equivalent combination of education and experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead, train and direct the work of others. A wide degree of creativity and latitude is expected. Other responsibilities may include: assisting with staff meetings, leveraging technology to improve efficiencies, assisting with training and advocating growth/learning. Operations database experience is preferred, as well as previous working experience with Microsoft Office Suite.

**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*.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals written in English. Ability to write routine reports and correspondence in English. Ability to identify and pursue missing or incomplete data. Ability to speak effectively, in English, before small groups of customers or employees of organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. High level of accuracy and attention to detail. Extensive background in use of word processing and database programs.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None required.

**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 and fingers to operate a computer keyboard, mouse, and telephone keypad; and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

**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.*

The noise level in the work environment is usually moderate.

Equal Opportunity Employer–minorities/females/veterans/individuals with disabilities/sexual orientation/gender identity.