



SHIPPING COORDINATOR

Sportsfield Specialties, Inc. (SSI) is seeking a **Shipping Coordinator** to support shipping and warehouse operations to ensure timely pick up and deliveries.

Responsibilities include but not limited to:

- Collaborate with Sales, Engineering, and Inventory Control to verify shipping type and dates.
- Submit quotes to brokers and negotiate best rates.
- Maintain live shipping schedule.
- Schedule trucks for customer shipments.
- Track and file RMA's for Sales.
- File freight claims, when necessary.
- Research and source alternative shipping methods.
- Cultivate and maintain relationships with key shipping partners.
- Must be available Saturdays as needed.
- Other duties as assigned by management.

Required Qualifications:

Skills:

- Must be able to multi-task with attention to detail.
- Strong organizational skills.
- Ability to communicate effectively/respectfully with employees, all levels of management, drivers, and customers.
- Ability to accept feedback and/or constructive criticism.

Experience/Education:

- Related college degree or 4 years' experience in a shipping/warehouse/logistics environment in lieu of.
- Experience with ERP or SAP database.

Salary DOE, great benefit package includes but not limited to: health, dental, vision, 401(k) with company match, life insurance, flexible spending and paid time off.

**To apply, submit application online www.sportsfield.com, fax resume to (607) 746-3107 or send resume to:
Human Resources, P.O. Box 231, Delhi, NY 13753.**

*Sportsfield Specialties, Inc. is an Affirmative Action,
Equal Opportunity Employer.*