
Shipping Coordinator

Job Description

HELP US TAKE VIRIDIAN RECLAIMED WOOD TO THE NEXT LEVEL!

Viridian takes amazing wood and makes it into high quality paneling and tables. In this position you will have the critical final touch on our products before shipping them to the customers. This includes final inspection, some defecting, building crates, and managing shipping logistics and our transportation partners. If you want to build a career in a fun, energetic, and team-based atmosphere then this is the job for you!

THE JOB:

- Commit to a safety-first culture. Ensure department and equipment is kept safe and clean.
- Create and implement standard work rules and ensure they are followed consistently.
- Create a positive team working environment while being direct to avoid doing non-value-added work.
- Train new team members.
- Single point of contact for coordinating in and outbound BOLs.
- Use multiple logistics portals (FedEx, FreightQuote.com, etc.) to find the best value carriers and shipping method.
- Monitor shipments in transit, keep Production Manager and Customer Account Managers up to date on shipments, and expedite orders when necessary.
- Coordinate with other work centers to schedule shipping activities, plan for peak times and offer your staff time to other centers during slower periods.
- Unload trucks, tally/reconcile shipments to purchase orders and resolve any discrepancies.
- Track metrics including job time, on-time delivery, and shipping cost/supply variance with the goal of continuous process improvement.
- Inspect, sort, defect cut and band wood products prior to crating.
- Build crates and box materials for delivery. Refine this process to literally build a better crate, so that materials arrive safely with no unnecessary shipping waste.

- Ensure supplies are kept lean but adequate to meet demand.

YOUR SKILLS:

Commitment to our core values, continuous self-improvement and a demonstrated track record of success are most important. An ideal teammate would have the following:

- Intermediate computer skills, especially LTL/FedEx/UPS/ShipStation portals and Google sheets/docs/mail.
- Understanding of LTL carriers and the factors you have control over that effect shipping costs.
- Ability to lead, train and mentor a small team.
- Excellent organization skills, communication skills, problem solving abilities.
- Experience with reconciling purchase orders and inventory management.
- Able to set goals, track metrics and use them to continually improve your process.
- Learn to safely use and care for power tools: panel saw, table saw, chop saw, sanders, nailers, drills, etc.
- Able to lift up to 50lbs unassisted (100 lbs team assisted)
- Be on your feet for up to 8 hours a day
- Our team is fast-paced and high energy – you need to lead by example.

THE BENEFITS:

Viridian was voted one of The Oregonian's Top Workplaces in 2019. Some of our favorite company perks include shop time for personal projects, a dog-friendly workplace, monthly lunches and quarterly celebrations.

- \$17-19 / hour D.O.E.
- Bonus based on net profit
- FT: 7:00 AM - 3:30 PM Monday – Friday
- 2 weeks paid time off to start (2.5 in year 2, 3 in year 3)
- 7 paid holidays
- Medical, dental and vision insurance
- 4% company-matched 401(k) savings plan
- Listen to your own headphones while working

- Shop time and use of equipment for your personal projects
- Monthly happy hours, lunch, quarterly celebrations

Giving new life to old wood takes a lot of creative energy. We love what we do, we work hard and we have a lot of fun while we do it!

APPLY NOW:

- Do not apply in person!
- Please email a copy of your resume

We're committed to equal opportunity for everyone.

Job Type: Full-time

Pay: \$17.00 - \$19.00 per hour