

HOT JOBS

Overnight Shipping Admin*Here's Help* Liberty, NY

Overview: Here's Help is seeking a full time Overnight Shipping Administrator.

Schedule: Overnights beginning Monday 10pm through Saturday 6am.

Salary: \$42,000 annually

Duties:

- Check in and out drivers
- Daily review of scheduled loads (inbound vs outbound)
- Communicate with various vendors, dispatchers, and transportation contacts.
- Liaison between production scheduler and CRS associates pertaining to deliveries and products produced.
- Answer all telephone lines in shipping/receiving concerning scheduling conflicts, driver times, and door availability.
- Have working knowledge of copiers, phone system, and computers.
- Schedule pickup availability for processed/unprocessed waste
- Inventory counting of FG's upon request
- Other duties as assigned

Requirements:

- Adhere to the Safety practices not just within the office but building as well while wearing proper PPE and adhering to social distancing rules
- COVID-19 vaccination is a condition of employment for this role. Please note that all such company vaccine requirements provide the opportunity to request an approved accommodation or exemption under applicable law
- Proficiency in various computer programs (MS Office), self-directed, detail oriented, well organized, excellent customer service.
- Must be able to work well with others in a close-knit environment as well as working independently (self-starter)
- Be able to communicate with warehouse personnel concerning loads/paperwork.
- Have the ability to learn and use D365, SAP, and Oracle systems