



Opening available for a **Shipping and Receiving Coordinator** at Trident Seafoods, Inc. in Tacoma, WA!

SHIPPING & RECEIVING COORDINATOR

Job Description:

- Receive, off-load and organize incoming supplies from vendors.
- Utilize department filing system to record and maintain all shipped freight logs, signed bill of lading and cargo manifests.
- Fill all in-port orders and signed bills of lading in accordance with company standards.
- Sort, package and prepare outgoing shipments to Alaska facilities.
- Enter shipping and receiving data into company database, JD Edwards.
- Assist in maintaining and updating carrier schedules and sailing dates.
- Receive and distribute faxes, paperwork and mail as needed.
- Answer phone calls, take messages and direct callers to correct individuals.

Job Requirements:

- High School Diploma or GED
- Ability to read and interpret documents, to write and perform basic math.
- Knowledge of email, spreadsheet software, word processing software and presentation software.
- Stand, walk, and reach with hands and arms.
- Lift and/or move up to 10 pounds.

Job Details:

- Day Shift; M-F; Full-Time
- Wage: DOE + Benefits

Apply:

All interested job seekers, please apply with your resume on workforce253.com.

NOTE: Employers conducts pre-employment Drug Screening and Criminal Background Check

Shipping and Receiving Coordinator needed!

Hiring for Full-Time in Tacoma, WA

**Wage: DOE
Benefits available!**

**APPLY:
Please apply with your resume on
workforce253.com**

**QUESTIONS:
Contact
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