

Employment Opportunity

Shipping Coordinator

Thiele Kaolin Company, a leading provider of tailored mineral solutions, is recruiting for a Shipping Coordinator. This position is located in Sandersville, Georgia.

MAJOR DUTIES:

- Use AX to schedule shipments, load orders, ship orders
- Ship Burgess orders in AX
- Run and fax or e-mail Bill of Lading delivery reports to customers when needed
- Run and fax or e-mail shipment notifications to customers
- Print daily ship lists when shipments are completed
- Notify customers or customer service department of late shipments per ISO procedure
- Provide administrative and clerical support; File any customer notices as needed
- Serve as Internal Auditor for ISO
- Purchase office supplies as needed
- Enter contract review instructions in AX
- Incorporate changes on loading record instructions
- Coordinate domestic truck order pickup and delivery with truck lines according to customer instructions
- Coordinate export container pickup and delivery with truck lines to insure on time delivery to the port
- Manage the container pool by maintaining database, order empty containers, provide production / bagging with container and coordinating order information, dispatching loaded containers to truck line, prepare bill of lading, providing seal information to forwarding agent to meet document cut offs
- Maintain various Blanket Purchase Orders for Production through Maximo and AX
- Purchase various plant supplies through Maximo and AX
- Maintain up to date records and certifications on scales in the plant and truck scales
- Use Word, Excel, Outlook, AX, Maximo and any other computer applications as needed
- Do ISO maintenance and monthly reports as needed
- Deal with people of all levels in a professional and friendly manner
- Handle multiple tasks and projects and meet deadlines
- Handle confidential information and help resolve any shipping problems that may arise

SKILL REQUIREMENTS AND QUALIFICATIONS:

- Excellent administrative, clerical, typing, and organization skills
- Good customer service and telephone skills
- Strong verbal and written communication skills

Thiele offers excellent pay and a comprehensive fringe benefits package. This package includes medical and life insurance, dental, vision, sick pay, LTD, paid vacation and holidays, 401K, and educational assistance. Qualified candidates should email a resume to careers@thielekaolin.com. **Please note “Shipping Coordinator” in the subject line.**

Any job offer will be contingent upon the successful candidate passing a physical exam, including a drug screen and a background check as warranted.

Thiele Kaolin Company is an Equal Opportunity Employer.

Thiele Kaolin Company is a Drug Free workplace.

