

Employment Opportunity

Shipping Office Administrator

Thiele Kaolin Company, a leading provider of tailored mineral solutions, is currently recruiting for a Shipping Office Administrator. This position is located in Wrens, Georgia.

MAJOR DUTIES:

- Provide and/or supervise administrative activities associated with the shipment of orders
 - Input Data into the ERP system as needed to process and ship customer orders
 - Generate reports and documents needed to process, ship, and document the shipping process
 - Arrange for the transport of orders shipped in trucks per customer request
 - Review and authorize payment of all applicable payables for Reedy Creek, including rail and truck freight bills
 - Assist in tracking of pool containers for export bag shipments
- Coordinate activities with shipping and QC to cancel shipments and/or correct errors within the ERP system
- Document and arrange shipment of samples per the company's sample process
- Train personnel as necessary to support the administrative function
- Calculate and update chemical transfers and distribute to appropriate personnel
- Perform priority support to the Operations Manager in the absence of the Operations Administrative Assistant
 - Provide administrative support to other departments as required
 - Miscellaneous typing and note-taking
 - Monitoring and ordering of office supplies
 - Coordinate repair and maintenance of office equipment
- Transact input necessary to set up new products within the ERP system
- Update and distribute ISO documents as needed
- Field incoming telephone calls as necessary

SKILL REQUIREMENTS AND QUALIFICATIONS:

- Degree or commensurate experience in office administration and/or logistics
- Communicate well through written and verbal reporting
- Understand and follow policies and procedures
- Become familiar with process targets, product specifications, and processing methods for various clay grades
- Organize and work independently or with a minimal amount of supervision
- Satisfactory mathematical ability and background
- Work well with others
- Troubleshoot problems and provide solutions
- Well-motivated with a strong desire to learn and a willingness to attend any training that may be required to learn the necessary job skills
- Good attendance and safety record
- Willingness to assist others as needed

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 Office Administrator” 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.