



Job Title: Shipping Coordinator
Division: Florida Chemical Company, Inc.
Location: Winter Haven, FL
Reports to: Planning and Shipping Manager
FLSA Classification: Non-Exempt

JOB DESCRIPTION

Summary/Objective

The shipping coordinator position is responsible for coordinating shipments both domestically and internationally. Effective communication with customer representatives and employees at various levels within the organization are instrumental to this position.

Please be advised that relocation assistance is not available.

Essential Functions

- Manages import/export scheduling and handling for international shipments.
- Responsible for documentation and scheduling of outbound shipments using bulk, van, air, or rail transportation.
- Coordinates logistic activity for specific facilities within the organization.
- Interacts closely with warehouse personnel and truck drivers to ensure the accuracy and efficiency of product shipment.
- Coordinates shipping appointments with customer representatives.
- Notifies the customer service and sales department of all order changes.
- Alerts Shipping Manger of any situation that may result in a disruption of product delivery or customer service concern.
- Prepares and distributes documentation including various bills of lading, export documentation, and other shipping documents.

Supervisory Responsibility

This position has no supervisory responsibility.

Position Type/Expected Hours of Work

This is a full-time position with business hours of 8:00am – 5:00pm Monday through Friday.

Required Education and Experience

- High School Diploma or equivalent
- 2-5 years' experience in an office environment
- Excellent written and communication skills.
- Proficient in Microsoft Office Word, Excel, and Outlook.
- Capability to process multiple types of information, perform multiple tasks simultaneously and prioritize duties.
- Ability to adapt under high pressure and critical deadlines.

Preferred Education and Experience

- Bachelor's or Associate Degree
- 5 years' experience in logistics or similar field
- JDE software database experience
- IATA/Dangerous Goods and DOT Hazmat Certification

**Work Environment**

Professional office work environment.

Travel

This position does not require travel.

Other Duties

This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of the employee for this job. Duties and responsibilities may change at any time.

EEO Statement

Flotek Industries is an equal employment opportunity employer. Qualified applicants are considered without regard to race, color, religion, sex, sexual orientation, gender (including gender identity and/or expression), pregnancy, national or ethnic origin, age, disability, veteran status or any other characteristics protected by applicable local, state or federal laws.