

Shipping and Logistics Coordinator

Position Summary

The Shipping and Logistics Coordinator is responsible for supporting all shipping and logistics activities for aerospace and defense products and assemblies. This position ensures accurate shipment processing, documentation compliance, ERP transaction accuracy, customer communication, and coordination between Shipping, Production, Quality, Program Management, and Customer Service.

The ideal candidate is highly organized, detail-oriented, and capable of managing multiple priorities in a fast-paced manufacturing environment where accuracy and compliance are critical.

Essential Responsibilities

Shipping Administration

- Prepare and process daily shipments to aerospace and defense customers.
- Generate packing slips, bills of lading, shipping labels, and export documentation as required.
- Verify shipment accuracy against customer purchase orders, sales orders, and shipping requirements.
- Coordinate carrier pickups and freight arrangements.
- Maintain shipping schedules and shipment tracking information.

Documentation & Compliance

- Ensure all required shipment documentation accompanies product shipments, including:
 - Certificates of Conformance (CoC)
 - Material Certifications
 - First Article Inspection (FAI) documentation
 - Customer-specific quality documentation
- Review customer shipping requirements and flow-down requirements to ensure compliance.

- Maintain shipment records in accordance with company and customer requirements.

ERP & Transaction Processing

- Process shipment transactions within the ERP system (Infor Visual preferred).
- Verify work orders, inventory transactions, and shipment records are complete prior to shipment.
- Assist with inventory reconciliations and transaction audits.
- Support physical inventory and cycle counting activities as needed.

Customer & Internal Communication

- Serve as a primary point of contact for shipment status inquiries.
- Communicate shipment schedules and delivery updates to internal stakeholders and customers.
- Coordinate closely with Production Control, Quality, Program Management, and Manufacturing to resolve shipment issues.
- Escalate potential shipment delays or compliance concerns proactively.

Continuous Improvement

- Support process improvement initiatives related to shipping accuracy, documentation control, and inventory integrity.
- Assist with maintaining shipping procedures and work instructions.
- Participate in ERP and process improvement projects.

Qualifications

Required

- High School Diploma or equivalent.
- 3+ years of administrative, shipping, logistics, or customer service experience in a manufacturing environment.
- Experience working with ERP systems.
- Strong organizational and multitasking skills.

- Proficiency with Microsoft Office (Excel, Outlook, Word).
- Excellent written and verbal communication skills.
- Strong attention to detail and commitment to accuracy.

Preferred

- Aerospace, defense, medical device, or other regulated manufacturing experience.
 - Experience with Infor Visual ERP.
 - Familiarity with AS9100 quality systems.
 - Knowledge of shipping documentation, Certificates of Conformance, and customer flow-down requirements.
 - Experience coordinating domestic and international shipments.
-

Key Competencies

- Organization and attention to detail
 - Sense of urgency and follow-through
 - Customer service orientation
 - ERP transaction accuracy
 - Documentation control
 - Communication and teamwork
 - Problem solving
 - Ability to manage multiple priorities
-

Success Measures

- On-time shipment processing
- Shipping documentation accuracy
- ERP transaction accuracy
- Customer satisfaction

- Inventory transaction compliance
- Reduction of shipping errors and shipment delays

New York Pay Transparency Act Pay Range = \$21-\$25 per hour