

JOB POSTING

JOB TITLE: **Documentation and Samples Coordinator**
WAGE RANGE: TBD
DEPARTMENT: Quality
REPORTS TO: Corporate Quality Manager

Job Summary:

Receive and process all sample and small orders to current and prospective customers domestically and internationally. Coordinates, and has the primary responsibility for all customer quality documents and customer website maintenance updates with respect to product quality, food safety and manufacturing operations. Acts as the liaison between sales/customer service, operations and supply chain groups ensuring appropriate, up-to-date information is communicated to customers.

Deliverables:

Prepare, package, inspect and ship all sample and small orders in an accurate and timely manner.

Provide timely completion of customer surveys and required customer documentation.

Job Duties:

- Create, enter and process orders in the Inventory Control System.
- Ship orders domestically and internationally using UPS and FedEx systems and determine appropriate carrier.
- Create, maintain and prepare reports regarding calls received, orders taken and orders shipped.
- Maintain a minimal and accurate sample inventory level.
- Keep work area clean and organized.
- Maintain and coordinate compliance to regulations of the Organic Program, Kosher program, Halal Program, Non-GMO Program and any other customer or industry certifications required.
- Maintain company compliance statements and documents
- Access and update customer websites and portals such as TraceGains, Sedex and others
- Provide documentation assistance to Sales/Customer Service
- Must learn and possess a working knowledge of international shipping regulations and tariff codes.
- All other duties assigned by the supervisor.

Job Requirements:

- Good computer skills including effective use of e-mail, internet, and other basic computer programs.
- Good math skills.
- Able to work with cross-functional departments within the organization.
- Ability to operate a fork truck.
- Ability to work with minimal supervision.
- Must possess a good working knowledge of the Inventory control system
- Ability to problem-solve.
- Must possess good organizational skills
- Must possess strong product and process knowledge

Physical Requirements:

- Must be able to see/differentiate all primary colors.
- Must be able to lift a minimum of 25 pounds.