



## Shipping/Traffic Coordinator

### Job Summary:

We are seeking an experienced Shipping/Traffic Coordinator to join our team. The ideal candidate is detail-oriented and possesses excellent time-management and communication skills. The Shipping/Traffic Coordinator is responsible for preparing all necessary documents to facilitate inbound and outbound government, domestic and international shipments of products including invoicing and routing of customer orders.

### Job Responsibilities:

- Schedule and prepare package labels, government forms, packing sheets, invoices, and commercial bills of lading utilizing various software systems
- Coordinate local, domestic and international shipments to ensure on-time pick-up and delivery of freight carriers
- Prepare, print, assemble and execute shipping and invoice documentation for domestic and international shipments in compliance with regulatory standards
- Maintain accurate records, reports and correspondence involving orders and shipments
- Acts as a liaison with U.S. customs to ensure customs clearance on import and export materials
- Support shipping/receiving on any international shipments that require special handling
- Collaborate with multiple departments on shipping schedule and production status
- Perform other duties as required

### Job Requirements:

- High school graduate; associates degree in business preferred
- Minimum of 3-5 years' experience, preferably in a traffic or shipping/receiving role
- Proficient with Microsoft Outlook, Word and Excel
- Detailed-oriented, effective time management, organized, and excellent interpersonal and communication skills
- Ability to learn and navigate various customer shipping and invoicing software systems
- Functional knowledge of import/export processes, controls, and documentation
- Must be able to operate office equipment and peripheral devices
- Must possess basic numeracy skills

We offer an excellent benefits package, including life insurance, comprehensive medical and dental plan, profit sharing and retirement plan, paid holidays, vacation and PTO. Salary will be commensurate with experience, education and ability.

Qualified applicants should e-mail resumes to [hr@howellinst.com](mailto:hr@howellinst.com).

EEO/AA/F/M/Vet/Disabled