



## **Logistics Assistant (Shipping)**

**To start work January 2019**

Date: July 9, 2018

Reports to: Logistics Senior Manager

Location: Dalton, GA

Classification: Salary

### **SUMMARY**

The Logistics Assistant – Shipping is responsible for assisting the Logistics Specialist – Shipping through planning shipping schedule and executing the shipping paperwork.

### **RESPONSIBILITIES**

- Ensure all daily orders are accurately reviewed, fulfilled, and shipped.
- Inspect and pack company-made products; ensure products are packaged correctly for shipping.
- Ensure accuracy and quality in picking, pulling, packing, and crating activities.
- Generate packing lists and certifications.
- Assist in preparation of export and compliance documents for third-party vendors. Make necessary changes if specifications change.
- Handle outgoing shipments by checking them physically.
- Accept and track all deliveries in appropriate systems.
- Process customers' orders by ensuring that the right shipments are on their way.
- Prepare and paste labels on shipments.
- Verify accuracy of orders through crosschecking their quantities and types.
- Ensure that items are properly packed and labeled and that correlating documents are included with each shipment.
- Make sure that items are loaded onto shipment vehicle in a safe and timely manner.
- Organize packaging procedures to ensure safety of shipment.
- Optimization of loading plans.
- Setting schedule for outbound shipments.
- Perform daily shipping and order processing tasks as needed.
- ERP System data entry.
- Organize work area for efficiency and safety.
- Provide status reports to management as required.
- PO residue management after DO issuing.
- Monthly and annual logistics cost reports for outbound operations.
- Follow up on damage claims from damages that occur during transit.
- Minimize irregular costs.



- Adhere to the policies and procedures of Hanwha Q CELLS.
- Perform other duties and special projects, as assigned by management.

#### **REQUIRED QUALIFICATIONS**

- A bachelor's degree in related fields
- 3+ years of supply chain management and/or manufacturing experience as a supervisor
- Acumen for details
- Able to tolerate a fast-paced work environment in areas that are not climate controlled
- Assertive, able to cope with pressure, a team player

#### **PREFERRED QUALIFICATIONS**

- Experience in international shipping
- Proficiency in SAP
- Excellent communication skills, both verbal and written

*Hanwha Q CELLS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.*