



INTERNAL JOB POSTING

Shipping and Receiving Coordinator

DCL Mooring and Rigging is a growing New Orleans-based company seeking a professional to join our team as Shipping & Receiving Coordinator in our New Orleans office. This position reports to the Operations Director and works closely with sales, operational and administrative staff. This person will manage the processes, personnel and equipment necessary to ensure DCL's customer orders are organized and accurately prepared, customer deliveries are on-time, inbound product and material are received and warehoused in a timely, safe and effective manner and DCL's Shipping/Receiving office is professional, organized and clean.

The ideal candidate will have impressive communication and organizational skills, be diligent in completion of responsibilities and self-motivated. They should excel at the basic skills of multi-tasking, working under pressure and computer proficiency. They must be customer service oriented, present themselves in a professional manner and take ownership this position within DCL.

Qualifications listed below.

Salary is commensurate with experience, skills and education.

E -mail resume to: employment@dcl-usa.com

Qualifications:

- High school diploma or equivalent
- Experience or education in logistics, shipping/receiving preferred
- Proficient computer skills
- Experience or education in quality control, accurate records and inventory tracking
- Excellent verbal and written communications skills
- Good business ethics and high degree of integrity
- U.S. work authorization required

Job Description & Requirements: See attached