

Shipping and Receiving Coordinator

Secaucus, New Jersey

ARRI Rental, the premier rental house for professional motion picture Camera and Lighting equipment, is looking for a **Shipping and Receiving Coordinator** to work in our New Jersey office.

The Shipping and Receiving Coordinator is responsible for organizing and preparing all parcel packages for domestic and international shipment. In addition, role is responsible for the shipment and receipt of all rental packages. Shipments must be accurately labeled, packaged and meet federal hazardous materials regulations and processed in a timely manner. The Shipping/Receiving Coordinator provides quotes for shipping and reviews invoices for accuracy, and works with Shipping/Receiving Associates to generate missing lists for orders.

We seek a highly-organized, self-starter with one or more years of experience in a similar position. Must be familiar with UPS and FedEx software as well as their internal practices and procedures. Organization skills for tracking historical shipment documentation is a must. Experience in international shipping, including the understanding of global customs tariff classifications is necessary. Must understand and comply with ARRI Rental's shipping, receiving, and inventory control processes. Experience in inventory control a plus. High-school diploma or equivalent required.

Main areas of responsibilities for this full-time role include:

- Responsible for processing all domestic, international and hazardous material shipments.
- Perform shipment processing including counting, packaging, weighing and labeling of materials.
- Prepare necessary shipping paperwork including packing slips, delivery receipts and commercial invoices.
- Coordinate the pick and return of sub-rented equipment to/from vendors ensuring all gear is accurately accounted for.
- Utilize online shipping software by carriers such as FedEx, UPS and local freight forwarders.
- Contact carriers for pick up and problem resolution.
- Provide shipping quotes as needed.
- Review invoices for accurate billing.
- Direct staff on work to be performed for inbound and outbound rental and parcel shipments.
- Assist with the training of Shipping/Receiving personnel.
- Work with Rental Operations Manager and floor coordinator to insure inbound and outbound orders are completed and executed accurately.
- Participate in daily meetings to review workload for current and upcoming jobs as well as internal projects.

To be considered you must possess the following skills/abilities:

- Exceptional customer service skills and communication skills, strong computer skills, critical thinking abilities.
- Strong ability to understand ARRI Rental project structure and contracts to insure rental items are accurately received.
- Strong organizational skills and demonstrated ability to multitask are required.
- Requires self-direction, tact, diplomacy and a clear, courteous and professional manner when dealing with staff or clients.
- Must be computer literate and a strong working knowledge of all Microsoft Office programs especially Word, Excel, and Outlook, as well as MAC proficiency.
- Ability to communicate effectively verbally and in writing in English in a professional manner.
- Ability to work independently on assigned tasks as well as accept direction on given assignments is required.
- Excellent attention to detail and organizational skills a must.
- Driver's license with clean record required.

We truly value our staff and offer the benefits to prove it, including medical, dental and vision insurance, a 401k, vacation, sick and personal leave, etc.

If you are someone who possesses these skills and are up to the challenge, we are looking for you. Salary is dependent upon experience and skill set.

Any interested parties should contact their department managers to discuss their interest in this position. Their department manager should then contact Marilyn Oswald at moswald@arri.com to discuss scheduling of an interview for this position.

ARRI Rental is an equal opportunity employer.



Our products are Innovative, our customer service Legendary and our staff Dedicated