



## CAREER OPPORTUNITY

**Job Title:** Shipping Coordinator  
**Reports To:** Shipping Manager  
**Department:** Shipping & Receiving

## ABOUT WELLS & ASSOCIATES, LLP

Wells & Associates, LLP, is based in Stroudsburg, Pennsylvania, with corporate offices in East Stroudsburg, Pennsylvania. The company began in 2013 and specializes in leisure products that make our free time better, including electronics, camping gadgets, apparel, games, apps, and more. President and CEO is Dr. Holly Wells. Wells & Associates was awarded Best Local Business by the Pocono Bee in 2016 for hiring local college graduates and giving back to the community through service projects and philanthropic giving. Learn more at [www.wellsllp.com](http://www.wellsllp.com).

## Position Overview

Wells & Associates, LLP, seeks a self-motivated **Shipping Coordinator** for our warehouse operation in **Stroudsburg, PA**. Shipping Coordinators have the opportunity to assist in various areas such as inventory, accounting, and customer relationships. By learning and applying the skills and values of our organization while demonstrating strong customer focus and ownership of their role, new employees will find opportunities for long-term growth. Applicants for this role should have strong initiative and be able to make critical decisions in a fast-paced manufacturing environment.

### General Responsibilities

- Receiving incoming phone calls, assessing suppliers' and customer's needs, and providing resolutions
- Processing documentation required for each transaction in an efficient and compliant manner
- Reviewing inbound and outbound loads using truck scale system
- Communicating with internal and external departments regarding transactions
- Reconciling inventory discrepancies
- Promoting workplace safety
- Demonstrating excellent customer focus by ensuring customer orders are loaded following corporate loading instructions
- Being the lead for a crew of mobile equipment operators

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### Qualifications

- Education: Minimum high school diploma; some technical/community college or other training preferred
- Technological Skills: Microsoft Office skills a huge plus; forklift operation desirable, but we will train
- Industry or Related Experience: 1 year in a warehouse or manufacturing setting; 1 year in logistics would be a huge plus
- Certifications: Forklift certification a definite bonus
- Additional Requirements and Qualifications: Excellent written/verbal communication skills. Willing and able to work any shift, holidays, weekends and overtime as needed; willing and able to work in a manufacturing office environment

### Salary and Benefits

- \$18–21/hour, depending on experience, + competitive benefits package

### How to Apply

Please address cover letter to the following:  
Dr. Holly Wells, President and CEO

All application materials should be submitted via our D2L Dropbox submission system.

Only qualified individuals being considered will be contacted for an interview.

WELLS & ASSOCIATES IS AN EQUAL OPPORTUNITY EMPLOYER

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