

Shipping/Receiving Coordinator

Secaucus, New Jersey

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

The Shipping/Receiving Coordinator is responsible for the preparation of domestic and international shipments, the receipt of equipment returning from jobs, branches and vendors and the receipt and processing of new equipment. Shipments must be accurately labeled and packaged and meet all IATA regulations. Also responsible for notifying productions of missing or damaged equipment and preparing the appropriate paperwork for billing.

We seek a *highly-organized, self-starter* with a minimum **1 years'** experience in a similar position. Must be familiar with *UPS and FedEx software* as well as their internal practices and procedures. Experience in international shipping, including the understanding of *global customs tariff classifications* is necessary. 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. Track all historical shipment information.
- Perform shipment processing including counting, packaging, weighing and labeling of materials.
- Prepare necessary shipping documents including packing slips, delivery receipts and commercial invoices.
- Utilize online shipping software by carriers such as FedEx, UPS and local freight forwarders.
- Process equipment returns by scanning equipment from jobs, branch transfers and vendors. Ensure all equipment is accounted for.
- Create M&D reports and notify customers and ARRI Rental staff of missing and damaged equipment. Prepare paperwork for billing.
- Receive and inspect sub-rented equipment and ensure timely return to vendor.
- Receive, inspect and process new equipment received.
- Ensure cases are clean and proper ARRI Rental stickers are on cases.
- Provide shipping quotes as needed and review invoices for accurate billing.
- Assist with the training of Shipping/Receiving personnel.
- Assist in cycle count processes.

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

- Excellent interpersonal and communication skills in person, on the telephone and in writing
- Exceptional customer service skills with a strong sense of urgency.
- Must possess a positive attitude and be a team player. Able and willing to cover work in other areas.
- Must be detail-oriented, accurate, exhibit strong organizational skills and demonstrate the ability to handle multiple projects and deadlines simultaneously
- Must identify and resolve problems in a timely manner, gather and analyze information skillfully and exhibit sound and accurate judgment.
- Able to work independently on assigned tasks as well as accept direction on given assignments.
- Must be computer literate with a strong working knowledge of all Microsoft Office programs especially Word, Excel, and Outlook.

We truly value our staff and offer the benefits to prove it, medical, dental and vision insurance, a 401k plan, vacation, holiday and sick/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.

To be considered please fax your resume to 845-215-0170 or email to arri Careers@arri.com.
We require that you include your salary requirements for this role along with your resume.

ARRI Rental is an equal opportunity employer.

The logo for ARRI Rental features the word "ARRI" in a bold, blue, sans-serif font, followed by the word "Rental" in a lighter, grey, sans-serif font.

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