

Perform Air International Inc.
Section VI - Attachments
Att.68.02 – Job Description

| Revision | Revision Date | Revision Change |
|----------|---------------|---|
| N/I | 02/28/2013 | Initial Release/Re-release |
| 1 | 08/16/2013 | Revision to Materials Control Manager title. |
| 2 | 02/07/2014 | Revision to Department Manager. |
| 3 | 01/30/2016 | Revision to Header and Immediate Supervisor. |
| 4 | 03/31/2017 | Revision to Department Manager |
| 5 | 01/31/2019 | Revision to Grade Level, Department Manager and addition of Division Manager. |
| 6 | 10/31/2021 | Revision to Grade Level |
| 7 | 10/06/2023 | Revision to Division Manager |
| 8 | 09/26/2024 | Revision to <u>Qualifications</u> |

Position Title: Shipping / Receiving Coordinator

Grade Level: 53-0000-04

Exemption Status: Non-Exempt

Department: Shipping / Receiving

Division Manager: Executive Vice President of Supply Chain Management

Department Manager: Shipping / Receiving Manager

Immediate Supervisor: Shipping / Receiving Manager

Duties, Responsibilities and Authority:

This position is responsible for the daily receipt of incoming product and customer components.

This position assumes responsibility for daily shipment of customer components whether it is via a freight method or company truck. Additional duties may include: bank deposits as required, pickup and delivery of product and supplies and general housekeeping of the shipping and receiving areas.

This position will not include operation of company vehicle if employee is under the age of 18.

The Shipping / Receiving Manager may assign additional responsibilities of this position at any time.

Qualifications:

Education: *High School completion plus one of the following Experience or Training requirements fulfilled.*

Experience: *Two years' experience in a Shipping / Receiving position.*

Training: *Documented training records of at least 50 hours.*