



Shipping Administrator

Working hours: 8:30 AM – 5:00 PM (Monday-Friday)

Inspired Energy is an industry leading manufacturer of Smart Batteries and Smart Battery products with the primary focus on design and manufacture of world class rechargeable Lithium Ion batteries and chargers for global distribution. Headquartered in Newberry, FL, we are a fast-growing, multi-million-dollar corporation recognized as a one of the top companies in low volume, high customization portable power products with the use of innovative business solutions and top-quality customer support.

Job Description

Inspired Energy is looking for a Shipping Administrator in Newberry, FL. The Shipping Administrator will provide support in Shipping, and have the following responsibilities:

- Collecting paperwork from boxes production has completed and packaged. Verifying accuracy of the items from the boxes to the picklist.
- Obtaining customer folders from appropriate file cabinets.
- Filing / refiling customer folders in alphabetical order in appropriate file cabinets.
- Checking the accuracy of all information: production paperwork, customer Purchase Order Inspired Energy's Sales Order. Verifying part numbers, quantity, pricing etc. match what was ordered to what was received.
- Noting any discrepancies, immediately stop and bring them to the attention of the Shipping Supervisor to handle for resolution.
- Entering all production quantities into the internal system in a timely manner so that the production supervisors can run their daily manufacturing report.
- Placing all relieved items in appropriate bin locations, Notating the Pending spreadsheet, and paperwork of bin locations.
- Locating all relieved items listed on the Pending spreadsheet.
- Ensure newly relieved packages are not a trip or exit hazard.
- Ensuring the warehouse is clean and free of hazards.
- Ordering shipping supplies in a timely manner to ensure we have no stock-outs. Perform periodic inventory counts as needed or where directed.
- Use Peachtree, various shipping software, Microsoft office programs (Excel, Word Etc.) write and send emails.
- Helping in Production areas as needed or requested.
- Perform other functions or duties as assigned.

Required Experience / Skills:

- Ability to lift 50 pounds, operate a forklift, stand, or sit for 8.0 hours, proficient typing skills, Exceptional time management and multitasking skills.
- Meticulous eye for details and discrepancies.
- Proficiency in Microsoft Office, with a high degree of data input accuracy
- Exceptionally clear and professional oral and written communication
- Willingness to listen and follow direct orders

Preferred Experience / Skills:

- 2-4 years' prior office experience
- High school diploma



Physical Requirements:

This position is classified as medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, as well as possessing the visual acuity to operate motor vehicles and/or heavy equipment. The worker is subject to environmental conditions. Activities occur inside and outside. The worker may be subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current and working on scaffolding and high places.

Requirements include but are not limited to:

- Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Crouching. Bending the body downward and forward by bending leg and spine.
- Crawling. Moving about on hands and knees or hands and feet.
- Reaching. Extending hand(s) and arm(s) in any direction.
- Standing for up to 2 hours at a time.
- Walking. Moving about on foot to accomplish tasks.
- Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.
- Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

All post-secondary education listed on a Candidate's application and resume must be verifiable, including but not limited to dates of attendance and degree/diploma awarded. Post-secondary education includes any courses taken through an accredited college or university in pursuit of a degree.

Salary to commensurate with qualifications and or experience.

Candidates must send resumes to Inspired Energy HR department to be considered.

Inspired Energy is an equal opportunity employer. We evaluate qualified applicants without regard to race, age, color, religion, sex, national origin, disability, veteran status, and other protected characteristics.