



MINISTRY DESCRIPTION

Title: Shipping Coordinator
Division: Operations
Working Group: Supply Chain
Reports to: Shipping Director

Schedule: Full-time
FLSA: Exempt

Ministry Function:

The Shipping Coordinator supports the ministry of Convoy of Hope by providing administrative support and project coordination to the Shipping Director, as well as the Supply Chain Working Group.

Essential Duties and Responsibilities:

1. Assist Shipping Director with international shipping requests, related paperwork and documentation.
2. Facilitate booking of containers and container tracking.
3. Secure and monitor shipping rate quotes from Freight Forwarders / shipping companies.
4. Originate / develop business relationships with shipping / logistical companies procuring free and discounted shipping.
5. Responsible for research requirements for existing and new countries for Shipping department.
6. Provide a regular shipping report on outgoing international loads.
7. Handle coding, Chamber of Commerce/Secretary of State office, and USDA items.
8. Work with COH logistics on other transportation product related matters.
9. Help increase third party shipment for other organizations and track third party invoicing.
10. Serve as secondary point of contact for the Shipping Department and be able to handle all related matters for International Shipping.
11. Other related duties as assigned.

Required Knowledge, Skills, and Abilities:

1. Bachelor's degree preferred; High School diploma or equivalent required.
2. Experience in office environment required.
3. Strong computer skills, including but not limited to Microsoft Outlook, Word, Power Point and Excel.
4. Strong organizational skills and ability to handle concurrent, multiple job tasks.
5. Excellent interpersonal communication and relational skills.
6. Excellent written and verbal communication skills.
7. Experience working with confidential material.
8. Ability to demonstrate good judgment.
9. Ability to be flexible and respond to rapidly changing priorities.
10. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
11. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
12. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only

agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities:

This position has no direct supervisory responsibilities, but on occasion will supervise volunteers, interns, or temporary staff.

Created: March 4, 2020
Revised: March 11, 2020