



Shipping and Receiving Administrator

Job Title: Shipping and Receiving Administrator

Location: Glendale Heights, IL

Reports to: The Shipping and Receiving Administrator will report to VP Marketing & Operations

Position Summary: The Shipping and Receiving Administrator will manage all aspects of daily shipping and receiving processes. He/She will also be responsible for managing the company's office/machine shop supply inventory. He/She will be assigned additional front office duties and other projects, as needed.

Key Accountabilities:

- Receive and organize daily incoming shipments of repairs, replacement parts, and operational supplies from courier delivery services and SIS Sales Representatives
- Manage daily shipping process, including:
 - Partner with Coding/Quality Control Specialist and Account Specialist to effectively manage shipping workflow
 - Closely review/verify packing lists and shipping information on outgoing deliveries to ensure zero-errors
 - Verify order components and properly package items for delivery, including creation and printing of UPS and FedEx shipping labels
- Schedule or modify pick-up times with shipping companies, as needed
- Occasionally drop off packages at shipping facilities (Fed Ex, UPS)
- Maintain a clean, safe and well-organized work area and replenish shipping supplies, as needed
- Answer incoming office phone calls and other front office duties (such as scanning, spreadsheet entry, coordinating office luncheons, etc.)
- Monitor inventory of office supplies and place orders when needed
- Work with AP/AR Specialist to track and ensure timely processing of purchase orders and/or returns
- Assist with etching, tagging and bagging of repaired instruments in preparation for shipping
- Other projects, as assigned
- Identify areas of improvement regarding quality issues and offer solutions

Key Qualifications:

- High School diploma
- 1+ years in retail or manufacturing environment
- Hospital/Medical equipment knowledge strongly preferred
- Extremely organized and detail-oriented
- Ability to multi-task and work well under pressure
- Strong time management skills
- Excellent communication skills – not afraid to ask questions or negotiate
- FileMaker and/or Traverse proficiency a plus
- Capable of standing/being on feet for part of the day
- Capable of occasionally lifting items up to 25 pounds
- Clean driving record

About SIS:

For almost 50 years, Surgical Instrument Service Company, Inc. (SIS) has been providing superior products and services to hospitals and healthcare facilities across the country. We pride ourselves on the personalized service we provide to each one of our customers.

Every action we take is aimed at making things easier for our customers – from providing the widest range of equipment repair, to doing the job right the first time, every time. Through continuous innovation, process improvement and an unwavering desire to be the best – SIS provides our customers with the greatest value in repair services.

Additional Information:

SIS is proud to be an Equal Opportunity employer. We maintain a drug-free workplace. For more information on SIS, please visit: www.sis-usa.com.