



Ozeki Sake (U.S.A.), Inc.

Job title	Shipping & Receiving Coordinator Administrative Assistant
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Job Summary

Shipping & Receiving Coordinator is responsible for processing purchase orders sent by customer and placing purchase orders to vendors. While responsible for shipping and receiving process, he/she is also responsible assisting other administrative work.

Shipping

- Process purchase orders submitted by customers
- Prepare all shipping paperwork
- Coordinate shipments with warehouse supervisor & crews as well as carrier
- Maintain a communication with customers regarding shipments
- Arrange and/or prepare necessary shipping labels
- Prepare invoices for imported items by processing incoming documents
- Prepare and submit required documents (COA, Certificates, etc) to customers
- Execute final check for all invoice drafts

Receiving

- Send purchase orders to vendors (bottle, BIB, sugar, rice, etc)
- Maintain a communication with vendors and carriers for purchase orders and shipments
- Submit purchase order, bill of lading, and packing list to office assistant (currently Margaret) once confirmed for receipt
- Inform office assistant (currently Margaret) any mis-shipment
- Perform as liaison between production team and vendors

Administrative Assistance

- Provide general administrative and clerical support including, but not limited to, filing, answering inquires, and answering phone calls
- Open, sort, and distribute incoming inquiries via homepage
- Make entries in the inventory for cash (over the counter) sales
- Maintain records for production date of packaging materials (cubic boxes and drums)
- Assist in resolving any administrative problems
- Prepare and modify documents including reports, drafts, memos, and emails
- Provide general support to visitors

Additional Duties at other sites

- Assist other office work related to the closing account
- Assist production team in office related work