

SHIPPING & RECEIVING COORDINATOR

Riverside, CA

Date Posted: November 2017

Babcock Labs is seeking a Shipping & Receiving Coordinator, responsible for preparing sample bottle orders according to client testing specifications for either pick-up or delivery via a variety of shipping methods, in addition to preparing sample shipments for subcontracted analyses. The Coordinator is also responsible for receiving all laboratory deliveries, confirming receipt quantities, and stocking supplies.

The Right Fit

If the following statements describe you, keep reading about this opportunity to join our team:

- I pride myself on my ability to honor commitments, meet deadlines, and be responsive to the needs of others.
- I am reliable and always put forth my best effort.
- I enjoy cultivating meaningful relationships with clients and coworkers.
- I endeavor to always do the right thing.

The Ideal Candidate

- Is detail-oriented and thorough
- Can work both independently and collaboratively with other team members
- Quickly identifies problems and utilizes appropriate resources to find solutions
- Has excellent listening, critical thinking, customer service, time management, organization, and communication skills

In addition to pay and [benefits](#), Babcock Labs is an employee-owned company and employee owners are rewarded for long and loyal service to the Company through stock ownership opportunities. [Learn more](#).

Duties and Responsibilities

- Receiving cycle
- Prepare preservative solutions and preserve and label sample containers
- Prepare and ship bottle orders via third party courier
- Stock all bottle areas and freezer
- Maintain reusable sample bottles, ice chests, and Blue Ice
- Stock office cupboards and wash sampler tubing for Field Department
- Receive and confirm all laboratory deliveries; assist with inventory
- Provide excellent customer service

Requirements

- Must be able to lift up to 50 pounds
- Must be able to work standing and to frequently bend at the waist and kneel
- High school graduate or general education degree (GED) with related experience and/or training. Science background is preferred.
- Computer literacy required; proficient in Microsoft Outlook. Familiarity with shipping programs is preferred.

About Us

Babcock Laboratories has been safeguarding public health and the environment through expert analytical testing services for over 110 years. We are a 100% employee-owned company that values integrity, respect, knowledge, equity, accountability, communication, and camaraderie. How will you contribute to our legacy?

To Apply

Send the following to
hr@babcocklabs.com:

- Resume
- Cover letter
- [Voluntary Self-Identification of Disability](#)
- [Voluntary Self-Identification of Race, Gender, Veteran Status](#)

As required by federal law we must record certain statistical information to be part of our Affirmative Action Plan. The information you provide on both voluntary self-identification forms will remain confidential and will not be used against you in any way.

Learn More:
www.babcocklabs.com/careers