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# Example of Shift Coordinator Job Description

Our growing company is searching for experienced candidates for the position of shift coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for shift coordinator

* Ability to make sound and logical decisions
* Close completed work orders
* Ensure that goods are shipped most efficiently following documented processes, while targeting cost reduction, freight savings, service and contractual agreements
* Communicate with brokers, warehouse staff and manufacturing personnel to ensure customers’ expectations are met
* Execute daily shipping schedule through the utilization of people, material, equipment and processes to meet customer requirements, meet compliance expectations and achieve cost objectives
* Complete daily shipments for invoicing
* Manage the appointment log
* Monitor TMS portal
* Maintain and organize records, files and data
* Request LTL rates and tender LTL shipments

## Qualifications for shift coordinator

* During validation activities and engineering studies, play a key role to ensure all actions are completed in line with validation plans
* Ensure effective implementation of the plant CAPA system
* Complete all plant audit readiness actions and support plant in all internal and external audits
* Participate in Materials teams and plant cross functional teams
* Support the department Idea Generation Programme and assess and report on actions required
* Support the Team Leader, to develop and organise training and development for employees