



Expeditor 1

Job summary

An [Expeditor](https://100hires.com/expeditor-job-description.html) is responsible for expediting assigned purchase orders to ensure all requirements specified in the purchase order are accomplished including document delivery, efficient coordination, inspections, and on-time delivery.

Responsibilities

- Expediting new, missing, or returned documents/drawings from vendors, contractors, and Engineering
- Participating in project meetings to provide updates and status of document submittals
- Ensuring submittals are received for Engineer review and returned to vendors/contractors per the schedule
- Identifying and escalating ongoing supplier/contractor documentation issues to Project Team
- Emphasizing a proactive, systematic, and standardized approach to detect and avert delays to the contractual delivery dates stated within the contract
- Providing detailed updates to all stakeholders on the status of supplier/contractor document submittals
- Providing effective document expediting support and co-ordination for Project Team
- Ensuring accuracy of own work
- Serving as a focal point for the communication, maintenance, and update of supplier delivery commitments noted in the contract/purchase order as negotiated by the Buyer
- Providing timely information and support to suppliers, contractors, and Project Team
- Performing shop visits as necessary for actual status and progress and issuing expediting reports to Projects
- Reviewing inspection reports for potential problems and further actions
- Analyzing and evaluating the supplier/contractor document and data submittal plans
- Identifying disruptions in the supplier/contractor submission and delivery schedules
- Verifying the supplier/contractor reported progress and ability to meet its delivery obligations
- Through regular communication with assigned suppliers insure the latest delivery information is kept up to date and relayed to the Project Team and updated in the project schedule
- Developing and implementing future material management and control plans and procedures
- Fulfilling additional responsibilities and misc. expediting functions as required to support the Project

Requirements

- Minimum five years of experience required
- Bachelor's Degree required
- Enthusiastic, willing to learn, and flexible regarding day-to-day responsibilities



Skilled in oral and written communication

Passionate to be a [team member](https://100hires.com/team-member-job-description.html) to accomplish a high-quality product that satisfies the contractual requirements within budget and schedule

Experience in developing, executing, and presenting a high-quality proposal to management

Capable to visit construction sites and operating industrial plants

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Job summary

The [Expeditor](https://100hires.com/expeditor-job-description.html) serves as a critical link between operations and sales, working to manage capacity and inventory. The [Expeditor](https://100hires.com/expeditor-job-description.html) role will transition as the site transitions, from a focus on expediting and continuous improvement in the current system, to designing and improving the SAP-based planning system.

Responsibilities

Manage twice daily expedite meetings, serving as a liaison between operations and sales/marketing.

Communicate changes in schedules and respond to order status updates

Analyze capacity constraints, working with department managers to balance workload and resources to meet customer demand

Coordinate inventory management efforts, working cross-functionally to optimize inventory levels to support both on-time delivery and working capital goals

Assist in defining, implementing, maintaining, and developing continuous improvement initiatives to support internal and external needs

Monitor actual outputs versus the production plan weekly and monthly.

Requirements

B.S. Operations / Production Management, Industrial Engineering, Operations Research, Business Management or a related field or equivalent experience

3 or more years of SAP user experience

5 or more years of Supply Chain / Material Management / Production Planning experience

APICS CPIM/CSCP certification

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Job summary

We are seeking an Expeditor. Candidate should have experience with facilitating the flow of orders and materials between vendors, warehouses, and customers. Skilled in working with vendors and customers to accurately track and ensure promised delivery dates are met.

Responsibilities

Enter and process all online orders for shipping

Process all drop ship orders for invoicing

Track orders from placement through delivery

Contacting vendors to get updated shipping information and updating corresponding sales orders for the sales team

Assist sales team with lead time inquiries when needed

Requirements

2-3 Years Minimum experience

Able to consistently follow standard operating procedures

Minimum associate degree or equivalent experience preferred

Good understanding of the goods being procured and some experience in a business or delivery setting

Excellent communication skills both written and verbal, excellent planning, and exceptional organizational skills with a high level of attention to detail

Calm, a confident and controlled disposition that excels when dealing with adversity!

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Job summary

An [Expeditor](https://100hires.com/expeditor-job-description.html) is responsible for maintaining the accuracy and efficient flow of components and finished goods into and out of the Department. The position requires coordination and communication with all functions within the facility to ensure the effective operation of the department and the timely manufacture of shop orders.

Responsibilities

Ensure that all shop orders issued to the Packaging floor are accurate and that all components required are available by coordinating with Warehouse personnel.

Maintain and update records of daily receipts of components required to manufacture items scheduled that cannot be produced. Communicate with Supervisor, Purchasing, and Production Planning Departments the status of components deliveries and the status of non-producible shop orders.



Responsible for ensuring the accuracy of component returns from the Packaging floor. This responsibility includes ensuring correct stock numbers, count accuracy, and proper wrapping and palatalizing of all components and system transactions required to transfer materials through various stages of completion.

Perform other duties as assigned by Department Supervisor.

Requirements

High School diploma or equivalent education required.

Two to six months experience.

Working knowledge of MAPICS and warehouse inventories.

Must be lift truck certified.

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Job summary

We are looking for a self-driven individual with good interpersonal skills to join our team. The [Expeditor](https://100hires.com/expeditor-job-description.html) is responsible for coordinating activities involved with procuring goods and services. This position requires a wide range of duties and interactions between teammates, departments, customers, and suppliers.

Responsibilities

Follow up with company suppliers to assure product arrives as scheduled.

Data entry to update the associated records

Confer with vendors to obtain product/service information such as price, availability, and delivery schedule.

Expedites and confirms receipt of purchase orders.

Communicates with the Sales Department on the status of orders and the Warehouse Department on deliveries.

Requirements

Be able to effectively communicate with co-workers, customers, and suppliers professionally either written or verbally

Good telephone skills

Have business acumen

Be able to multitask and work well under pressure

Be able to effectively problem solve

Be well organized

Have great organizational skills

Can focus and pay attention to details



Experience using Microsoft Word, Excel, and Access

Good typing skills

Be self-driven and motivated

Be able to maintain business relationships and be open to feedback

Able to prioritize tasks with emphasis on time management

High school diploma

One to two years of related experience in procurement or order management

Or equivalent combination of education and experience

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Job summary

To assure on-time delivery of major equipment, critical path items, and all other materials consistent with project schedules and close items as needed with necessary receiving and other follow-up activities.

Responsibilities

Use company business system, other available reports, and fabrication documents to expedite suppliers for on-time deliveries for assigned projects based on technical specifications.

Coordinate and define required expediting tasks for all placed purchase orders. Contact suppliers & update progress / expediting reports as needed.

Maintain, follow-up, and control supplier contractual agreed dates which include inspection, delivery, and payment milestones.

Review, monitor and maintain the status of supplier / sub-vendor procurement activities (i.e. obtaining certificates, verification/evaluation of vendor activities to monitor sub-vendor progress).

Maintain logs with schedules, progress, and shipping status of materials and equipment and review results with Project Expediting Manager/Inspector, Shop, Construction & Project Management.

Issue regular expediting status reports as required.

Visit suppliers frequently to verify the status of progress or review corrective actions.

Follow-up QA releases of major equipment.

Coordinate shipping with Logistics.

Requirements

BA/BS in Engineering, Business, Administration, or equivalent combination of education and expediting experience required.



Two (2) years experience in expediting, scheduling, or extensive knowledge in a manufacturing and production environment.

Preferred knowledge of plant technology and understanding of global business processes.

Effective computer skills; Microsoft Office Software, excellent skills in Excel. SAP MM and other Company and discipline-specific software applications are preferred.

Effective communication skills both verbally and in writing with superiors, colleagues, and individuals inside and outside the Company.

Effective analytical and problem-solving skills.

Effective organization skills including the ability to prioritize and plan work.

Must be detail oriented with the ability to multitask.

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Job summary

The [Expeditor](https://100hires.com/expeditor-job-description.html) will provide administrative support for scheduling, material releases, and MRP maintenance. Will work closely with production departments. Will prepare and update shipment status and maintain accurate records for inventory purposes.

Responsibilities

Provide support to Production Control Manager.

Works closely with production departments on production control issues.

Keep accurate record of inventory.

Expedite materials on a required basis.

Works on problems of limited scope.

Expedite and track outside build assemblies' shortages.

Prepare the status of shipments per ship schedule daily.

Review work orders material requirements with the manufacturing supervisor to determine if on-hand materials are enough to complete production on schedule and report the status to the materials supervisor and purchasing.

Other duties assigned by materials control supervisor.

Requirements

High School diploma or equivalent and minimum of 3-5 years of experience in a similar position required.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Ability to write routine reports and correspondence.



Ability to speak effectively before groups of customers or employees of an organization. Ability to calculate figures and amounts.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Ability to deal with problems involving a few concrete variables in standardized situations.

To perform this job successfully, an individual should have basic computer skills and knowledge of Microsoft Word and Excel.

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Job summary

We are currently looking for a highly motivated, enthusiastic, energetic, and independent individual to fill our [Expeditor](https://100hires.com/expeditor-job-description.html) position. This position is an entry-level position offering potential career paths in our departments. The individual in this position completes general clean up and upkeep for our location facilities as well as general support to our departments.

Responsibilities

Delivering parts to Service Technicians in remote locations

Assembling various pieces of equipment for the showroom

Re-stocking and preparing the showroom as required

Maintains company grounds including bathrooms, showrooms, offices, building and yard, shop floors, and parts aisles

This individual must be able to follow all safety rules, and regulations and adhere to all policies and procedures while performing work assignments.

Must also be able to maintain a positive and professional working relationship with peers, management, and support resources with a constant commitment to teamwork and exemplary customer service.

Requirements

Qualified candidates must have a valid driver's license.

Heavy work: Exerting up to 75 pounds of force occasionally and up to 50 pounds frequently, and up to 20 pounds of force constantly to move objects.

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Job summary

An [Expeditor](https://100hires.com/expeditor-job-description.html) undertakes status checks on “work in progress” activity within the manufacturing area.



Responsibilities

Reviews the manufacturing systems to ensure material delivery due dates are in line with manufacturing required dates.

Works with planning to attain 100% on-time deliveries.

Continues to help implement process improvements.

Interfaces with material handling, requirements planning, and purchasing to quickly identify material shortages impacting production.

Works with planning & manufacturing teams to position wip, and raw material to meet schedule.

Reports shift-by-shift performance against plan.

May perform other duties and responsibilities as assigned.

Requirements

Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to operate a personal computer including using a Windows-based operating system and related software.

Advanced PC skills, including training and knowledge of Jabil's software packages.

Ability to write simple correspondence. Read and understand visual aid.

Ability to apply common sense understanding to carry out simple one- or two-step instructions.

Ability to deal with standardized situations with only occasional or no variables.

Ability to read and comprehend simple instructions, short correspondence, and memos.

Ability to add, subtract, multiply, and divide into all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percent and to draw and interpret graphs.

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Job summary

We are seeking an Expeditor.

Responsibilities

Purchase and deliver requisitioned parts, supplies, and equipment for the operation and maintenance of the drilling rig.

Ensure parts, supplies, and equipment are delivered to the drilling rig promptly.

Keep track of inventories



Record all purchases on a log and keep receipts, invoices, and documentation related to any purchase

Requirements

High School graduate or GED

Previous [expeditor](https://100hires.com/expeditor-job-description.html) experience required.

Ability to read, write and speak English to be able to understand verbal and written instructions as well as give them.

Ability to lift 50 lbs.

Must possess a clean driving record and provide a copy.