

WHO ARE WE AND WHAT DO WE DO?

At SunModo, we believe in the innate human nature to improve the world and support the growth of those around us. Our culture is open, forward moving, innovative, and energized. We give people the opportunity to be their best and do their best work in a fast paced, collaborative, and creative environment. This is a place where people with purpose, mastery, and internal drive are met with tremendous growth potential, for themselves and our rapidly growing solar industry. As a manufacturer of solar racking solutions, we've created a loyal following because of our unparalleled robust product offerings, and attention to professional service. Our corporate mission is to drive down the total cost of solar installation, and we accomplish that with the best talent in the PV industry. We know that smart, accomplished people are the reason for our success. It is because of our team members we've been providing the best mix of quality and low-cost products to the market. The question is, will you be the next one to join our exciting company?

WHAT IS THE IMPACT OF THE POSITION?

We are currently seeking a bright, professional and friendly candidate with excellent attention to detail and a proactive attitude to support the management team and coordinate transportation of product in the most efficient, cost effective and compliant manner. You will be empowered to leverage your initiative and skills to coordinate transportation activities specific to shipping sales orders and scheduling freight moves. You will also prepare and maintain logistics and transportation cost models, reporting and analysis. You will be working closely with all departments to ensure all things office related are running very smoothly and as such, will need to have a passion for continuous improvement and customer loyalty.

ON ANY GIVEN DAY, YOU COULD BE DOING THESE THINGS:

- Coordinate daily logistics and shipping operations.
- Creates shipping estimates to support Sales Team/Customer requests.
- Monitors and analyzes shipping costs in support of company's goals.
- Identify the best method of consignment, by means of knowledge of shipping procedures, routes, and rates
- Arrange for carrier vehicle or pickup, Will Calls, outside carriers and associated documentation.
- Utilize the most cost-effective shipping methods to minimize shipping cost to the customer.
- Maintain files of shipping records.
- Authenticate receipt of shipments from bills of lading, invoices or other records. Review incoming carrier bills for discrepancies and file offsets as necessary.
- Investigate and resolve shortages and damage claims of shipments.
- Create BOL's and Commercial Invoices as needed.
- Create invoices as needed to support freight shipments and make sure all relevant stakeholders are provided accurate freight tracking information.
- Assist in the RMA Process, track associated fees/loss, complete RMA Log, note issues on original sales order. Investigates customer complaints and resolves problems. Maintains complaint, customer feedback, error and quality control data.
- Track all incoming containers, monitor bills and capture information on shipping spreadsheet.
- Oversee Duty Drawback process and recouping export fees into other countries.
- Oversee all orders shipped to L.A. based customer-Infodis system updates, deliveries, upload all paperwork and container movement to warehouse.
- Backup to Office Manager on processing FedEx, UPS and Priority Mail shipments and invoicing.
- Partner with Warehouse Manager to maintain the OPS Log/RMA Log as needed to ensure timely information is maintained and captured.

WHAT DO WE EXPECT FROM YOU?

Knowledge

- High school diploma or GED from an accredited institution required.
- Bachelor's degree preferred.
- Experience in warehouse operations, logistics planning/scheduling, inventory control management.
- Experience with international shipping preferred, including familiarity with Incoterms, HTS Tariffs and importing/exporting.
- Skilled in the use of MS Excel, Outlook and Word at an intermediate level.
- Skilled in reading, comprehending, interpreting and executing instructions, written reports, correspondence and memos.
- Skilled in writing routine reports and correspondence.
- Skilled in defining problems, collecting data, establishing facts, and drawing valid conclusions.
- Must be literate in English. Bi-lingual preferred.

Attributes

- Excellent time management, strong problem solving and excellent communication skills.
- Ability to prioritize and multi-task is essential in order to meet deadlines.
- Approach to work that is positive, solution-oriented, optimistic and enthusiastic.

WORK ENVIRONMENT

This position works in an office setting, with minimal outdoor exposure during the workday. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

WHAT CAPACITY IS NECESSARY TO DO THIS JOB?

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. Walking into the warehouse from time to time will be required and use of PPE, steel toe shoes and eye protection as appropriate. The employee is occasionally required to sit and climb or balance.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, 7:30 a.m. to 4:00 p.m./30 minute lunch.

BENEFITS

A generous benefits package including health, dental and vision insurance plan, short term disability insurance, holiday pay, vacation, 401K, a team environment with strong corporate values, and an office located in spectacular Portland, OR metro area.

TO APPLY:

Please send resume, cover letter and hourly rate expectations to be considered. employment@sunmodo.com

SunModo Corporation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, gender, gender identity or expression, religion, national origin, marital status, disability, veteran status, genetic information, or any other protected class. All candidates must pass a background screening prior to a final offer of employment. This position is subject to a 90 day probationary period.