



Join our dynamic team!

Job Title:	International Shipping Coordinator	Location:	Mountain Pass, CA
Regular/Temporary:	Regular	Full/Part Time:	Full-Time
Exempt/Non Exempt:	Exempt	Shift:	Day Shift

POSITION OVERVIEW:

The International Shipping Coordinator is responsible for coordinating, booking and tracking the on-time shipment and delivery of international outbound product to customers as well as inbound international shipments of product via LCL, FCL, and airfreight. This position organizes the process from order receiving, order entry, lot allocation and international logistics oversight. The position generates all required documentation necessary for international shipments and serves as the primary customer contact with respect to customer orders.

KEY RESPONSIBILITIES (essential position functions):

- Process customer product orders through the MineMarket order entry / inventory management software system.
- Prepares required shipping documentation for all international customer orders. Responsible for the content and accuracy of all shipping documents.
- Schedules and coordinates all international freight logistics with customers, transportation operators and freight forwarders.
- Serves as a customer service contact at Mountain Pass and resolves all issues as they arise with respect to international shipping and customer orders.
- Coordinates shipments with the Shipping Department personnel to ensure that all loads are properly scheduled for on-time delivery to the customer.
- Responsible for the preparation of all documentation necessary for accurate customer invoicing.
- Scans and files all shipping documentation for future reference and auditing purposes.
- Prepares and ships product samples to potential customers.
- Communicates open order status to the Customer Service Manager to ensure that lead times are consistent with product inventories, production scheduling and shipping lead times.
- Serves as a resource to Molycorp personnel with respect to international shipping and logistics oversight
- Planning and organizational skills
- Ability to perform multiple tasks and efficiently coordinate efforts with internal and external stakeholders
- Strong analytical skills and the ability to make decisions.
- Strong interpersonal skills and the ability to professionally and effectively communicate with management, hourly staff, and external vendors.
- Attention to detail in meeting all customer and shipping requirements. Ability to meet deadlines and accommodate rush situations to meet customer needs.

POSITION REQUIREMENTS:

- Experience in international freight logistics, primarily container (LCL & FCL) and familiarization with associated documentation. Freight forwarding/NVOCC experience preferred.
- Basic computer skills and experience with order entry / inventory management software systems.
- Customer service experience

WORKING CONDITIONS:

- Our facility is at an elevation of 4700 feet
- Employees are subject to extreme weather conditions
 - Freezing winter weather
 - Extreme desert summer heat
- Work is in a mine or manufacturing plant setting, which may include exposure to moving mechanical parts, toxic chemicals, risk of electrical shock, explosives, fumes or airborne particles.
- Occasionally may be required to lift moderately heavy objects (up to 30 pounds) during the course of the workday.

**-To apply for this position, please forward your resume to hr@molycorp.com
ALL RESUMES MUST SPECIFY FOR WHICH POSITION(S) YOU WISH TO BE CONSIDERED
ALSO, PLEASE PLACE THE JOB TITLE IN THE SUBJECT LINE OF YOUR EMAIL-**

Benefits:

Medical

Dental

Vision

Life Insurance

Flexible Spending Accounts (Health & Dependent Care)

401(k) with an outstanding Company match provision

Long Term Disability

Employee Assistance Program

Educational Reimbursement

Paid Time Off (vacation, sick, holidays)

EEO/AA