



Job Description: EXPEDITER (Anchorage)
Classification: Non-exempt
Reports to: Creative Director/Executive Assistant

Summary/Objective: The Expediter ensures the shipment of materials to and from the corporate office are timely and ensures individuals are transported safely. The Expediter also makes requested purchases a timely manner and submits all receipts and tracks shipments.

Essential Functions and Duties:

- Coordinates with Creative Director/Executive Assistant to schedule and prioritize shipping, delivery and pick-up of parts, tools, equipment and individuals.
- Loads and unloads vehicles requiring the operation of a forklift.
- Coordinates with Creative Director/Executive Assistant to fill monthly Station Supply orders.
- Drives Company vehicles to pick up and deliver Company-related materials or employees throughout Anchorage and the Valley on a scheduled and emergency daily basis.
- Maintains organization of shipping/receiving area and shipping documents, including HAZMAT.
- Enters information in database.
- Performs clerical functions necessary with shipping activities.
- Assists with janitorial needs of administrative and maintenance offices.
- Conducts daily inspections on vehicles.

Preferred Education and Experience:

Graduate of high school or equivalent.
One year of applicable experience preferred.
Forklift experience preferred.

Physical Demands:

- This position is very active and may require standing, walking, bending, kneeling, stooping, crouching, crawling and climbing up to 8 – 10 hours a day.
- Requires frequent and routine lifting or moving items weighing over 70 pounds.

Special Requirements:

- Must be able to pass a ten year security background check for airport badging, if applicable.
- Must be 21 years or older with a clean driving record in the past five years.
- May be required to submit to a pre-hire drug test and/or be subject to random drug testing, if applicable.



- Able to pass DOT physical, if applicable.

Work Schedule: Standard work week

Rate of Pay: Depending on Experience