

Job Description

Job Title: **Warehouse Coordinator**
Level: District Level
Reports to: Materials Manager
Original: May 30, 2019
FLSA Classification (US Only): Hourly
EEOC Classification (US Only): Administrative
Last Revision:

Purpose

Performs various types of product packing and shipping in accordance with established procedures and/or commercial; safely standards transports, sorts, receives and stocks incoming equipment, materials, and supplies and prepares shipments.

Duties and Essential Functions

1. Processes all in and outbound shipments including but not limited to sorting, logging, delivering, packing, and shipping materials and products.
2. Transports incoming and outgoing materials to designated areas utilizing appropriate tools/vehicles to accomplish task including but not limited to hand dolly, forklift, electric dolly, crane, and/or pallet jack.
3. Processes all returned merchandise.
4. Audits each shipment prior to packing to ensure that goods match order.
5. Sorts and places materials or items on racks, shelves, or bins according to predetermined inventory procedures.
6. Packs and labels product based on established standards.
7. Ensures that proper equipment, manuals, and accessories are shipped with correct order.
8. Prepares shipping and receiving documentation; maintains orderly files for all documentation.
9. Participates in scheduling of daily transportation.
10. Processes all receiving NAV transactions and paperwork.
11. Inspects all incoming and outgoing freight for damage; follows-up with purchasing to resolve any damaged freight issues.
12. Assists in maintaining material inventory levels.
13. Conducts physical inventory counts: weekly cycle counting
14. Responsible for pulling items from inventory, i.e, shop pulls
15. Assists in responses to requests for tracing of missing shipments.
16. Assists in maintaining safety and housekeeping standards in shipping, receiving and inventory area.
17. Performs required administrative tasks; prepares all required reports and correspondence.
18. Performs other related duties as assigned by management.
19. Must have valid Driver's License (non-commercial) and ability to transport parts locally with no overnight travel. Must pass an MVR and background screenings.

HSE Essential Functions

1. Recognizes and complies with Health, Safety and Environmental rules and policies that are applicable to each location.
2. Candidate must have excellent safety record, implement company safety program, and positive safety attitude.

3. Participate fully in the Job Safety Analysis (JSA) program.
4. Participate in Behavior-Based Safety programs (BBS).
5. Report all incidents immediately to supervisor.
6. Participate fully in ARKOS's incident reporting and investigation program as well a customer's incident reporting and investigation program
7. Participate fully in site specific Emergency Action Plans.

Job Requirements

Education:

- High School degree or equivalent.

Experience:

- One to two years related experience or equivalent.

Skill Requirements:

- One to two years related experience or equivalent.
- Familiarity with shipping practices and handling methods.
- Ability to work with minimal supervision.
- Commitment to excellence and high standards
- Excellent written and oral communication skills
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Acute attention to detail
- Proficient with Microsoft Office and MS Navision
- Proven ability to handle multiple projects and meet deadlines
- Strong interpersonal skills.
- Ability to understand and follow written and verbal instructions.
- Ability to maintain certification for Forklift and Crane Operation.

This position will entail other duties as assigned.

Working Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements: *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Occasionally required to stand
- Occasionally required to walk
- Occasionally required to sit
- Occasionally to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Continually utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Frequently required to lift/push/carry items up to 50 pounds, routinely up to 20 pounds.

- Occasionally exposure to wet and/or humid conditions
- Frequently work from approved ladders and elevated work platforms
- Occasionally work around fumes, airborne particles or chemicals
- Frequent exposure to outside weather conditions
- Occasional exposure to extreme heat or cold
- Occasional loud noise (examples: pneumatic tooling, grinders, machine shop equipment)