

Gosiger/HFO

Administrative/Technical/Production Job Description

NON-EXEMPT

JOB TITLE: Warehouse Coordinator
PAY GRADE:

DEPT/DIV: Parts/Support
SUPV. TITLE:
DATE: Revised 3-9-18

POSITION SUMMARY: The position exists to support the company in delivering, receiving, packing and shipping goods and services to all of our internal & external customers for the Gosiger/ HFO facilities.

ESSENTIAL RESPONSIBILITIES:

1. Performs the receiving function in business system and ensures that received goods are stocked in the proper bin location within 24 hours.
2. Performs cycle counting in accordance with the department policy.
3. Prepares, pulls, and delivers Service Van inventory replenishments.
4. Ensures that returned goods from customer requests, exchanges, and return authorization items are handled in accordance with division policy.
5. Manages "Core" returns from Billable & Warranty repairs. Follow up directly with customers/service techs when parts are not received.
6. Picks items needed to full fill order requests and posts picking list into packing slip for shipment.
7. Process shipments using the current shipping system per the picking list instructions.
8. Unload/Load trucks with forklift. Tag the incoming packages and stage them in their proper location.
9. Receive, open, inspect, and log packages in the database. Confirm that contents match packing list. Inform Supervisor of discrepancies.
10. Prepare bills of lading for truck shipments, and for rigging department.
11. Prepare shipments for UPS, DHL, FedEx, and truck shipments. Take necessary precautions to ensure products arrive damage free.
12. After shipping items, log them in to the shipping logbook.
13. Assists as needed with facilities maintenance such as show-room cleaning, trash removal, changing light bulbs, etc.
14. Order & stock shipping supplies
15. Keeps work area neat and orderly, maintaining a clean work environment.
16. Continuously reviews current processes and procedures that make it easy for internal & external customers to do business with department/division. Ensures processes and procedures allow efficiency in work performed.
17. Based on business need, assists, supports and/or performs other job functions within department or other work area's within scope and ability.
18. Responsible for maintaining current technical, interpersonal, and communication skills through continuous development. Progressive development of skills should be cultivated through further education, seminars, company training and other external resources such as reading material.

ESSENTIAL REQUIREMENTS:

1. Must have high school education or equivalent experience, a valid driver's license, and be able to operate a forklift.
2. Must have good organizational skills with a demonstrated propensity for attention to detail.
3. Must have basic computer skills needed to manipulate job-related software/programs.
4. Proven good attendance record and social skills needed to work productively in a group environment
5. Demonstrated self-starter that has shown effective use of organization and planning skills and a commitment to customer satisfaction.

WORKING CONDITIONS:

Works in a warehouse environment. Job requires physical movement of materials. Must be able to repeatedly lift and carry packages up to 70 lb. and manipulate heavier items onto a skid, cart, etc.

Supervisor/Manager Approval

Date

Next Level Approval

Date