

WAREHOUSE COORDINATOR

Job Title: Warehouse Coordinator

Reports To: Warehouse Manager, Production Manager, Senior Management

JOB DESCRIPTION

The job of WAREHOUSE COORDINATOR is done for the purpose/s of ensuring that staff utilizes appropriate procedures and safe practices; preparing, receiving and evaluating quotations and recommending and/or awarding bids for the purchase of equipment and supplies; and ensuring optimal utilization of personnel and other resources.

Job Functions

- Answers incoming department telephone calls for the purpose of routing and/or responding to telephone requests for information/services
- Directs department functions in conjunction with Supervisor for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel
- Monitors departmental inventory for the purpose of ensuring the accurate allocation and tracking of products
- Monitors warehouse functions in conjunction with the Supervisor for the purpose of providing efficient operations
- Maintains accurate log(s) of inventory
- Maintains a cleanly and safe work area
- Assists other personnel for the purpose of supporting them in the completion of their work activities
- Conducts physical inventories for department supplies for the purpose of verifying stock and identifying losses
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions
- Procures equipment, supplies and materials for department for the purpose of maintaining availability of required items and completing jobs efficiently
- Stocks equipment and supplies for department for the purpose of maintaining requires inventory levels

Job Requirements: Minimum Qualifications

Skills are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include:

- procedures, planning and managing projects, preparing and maintaining accurate records, using pertinent software applications.
- Knowledge is required to perform basic math, including calculations using fractions, percent's, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written

and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job

- operation/skills, office methods and procedures
- Ability is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a
- wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment.
- In working with others, problem solving is required to identify issues and create action plans
- Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: meeting deadlines and schedules, working with detailed information/data, working with frequent interruptions.
- Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions
- The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling