

Job Description

Position/Division:	
Title:	Warehouse Coordinator - Grant
Reports to:	Plant Manager - Grant
Approved By:	Brent Miller Date: October 29, 2014

Salary Range:	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Intern	FLSA Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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JOB SUMMARY

This position is responsible for the planning, executing, organizing, monitoring & data entry of the shipping, receiving, material handling & warehousing departments. Ensure that our focus remains on servicing the customer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Complete all receipts of incoming materials, goods and services, including transactions within ERP system
- Complete all paperwork (packing list, BOL, labels, tags) related to outgoing shipments, including transactions within ERP system
- Process "Warehouse Transfer" transactions within Intuitive.
- Schedule method of transportation for outgoing shipments to customers based on customer mandated routing instructions, internal direction or customer portals.
- Performing general cleanup and maintenance of your work area.
- Unload delivery carriers, including company trucks.
- Band, shrink wrap, package per customer requirements.
- Place all product (from outsource vendors, production, receiving dock) in the appropriate warehouse, shipping, or production location.
- Tag incoming goods per Artisan QMS requirements
- Review receiving paperwork documents for accuracy.
- Knowledge of efficient trailer loading & unloading procedures and proper material handling techniques as well as instructional skills.
- Performing light Quality Control to ensure that products are going to the correct areas.
- Performing general cleanup and maintenance of your work area.
- Communicate in advance any potential shipping or receiving shortages to supervisor
- Place HOLD tags on product they determine to be suspect. (QMSf-7.5.3-6).
- Stop activity with their department when safety is compromised
- Pull customer orders, pack & label per customer requirements.
- Notify Warehouse Coordinator when customer orders are picked, packed and ready to ship.
- Load freight carriers with outgoing shipments.
- Review shipping documents for accuracy.

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Other duties as directed.

SUPERVISORY RESPONSIBILITIES

Assist in the orientation of new employees to the department and the company & train personnel to shipping, receiving & warehousing methods.

MINIMUM QUALIFICATIONS

Experience: Three to five years of shipping/receiving/warehousing experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Computer Skills: Microsoft Office, MRP/ERP , Basic PC Skills

Certificates, Licenses, Registrations : Forklift License, Crane operator license

Education: High school diploma or GED.

PHYSICAL DEMANDS

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.

While performing the duties of this Job, the employee is regularly required to sit; use hands, and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision and color vision.

WORK ENVIRONMENT

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

While performing the duty of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold and risk of electrical shock. The noise level in the work environment is usually moderate.

EMPLOYEE NAME (PRINT)

EMPLOYEE SIGNATURE

DATE

COMPANY REPRESENTATIVE (PRINT)

COMPANY REPRESENTATIVE SIGNATURE

DATE
