



## Warehouse Shipping Coordinator

### Job Description:

We are seeking a hard-working and reliable **Warehouse Shipping Coordinator** to join our team. In this role, you will work in our shipping and receiving department, managing incoming and outgoing orders. Under the supervision of the warehouse manager, you will unload deliveries from trucks, move inventory to the correct shelving location, fulfill orders, and load up trucks for outbound orders. You must be meticulous and ensure each order is filled accurately. Preference given to candidates who have warehouse experience.

### Responsibilities:

- Welcome delivery trucks
- Receive and track shipments
- Box, wrap and pack merchandise in accordance with relevant procedures and standards
- Pull and process orders accurately
- Restock incoming items
- Check all incoming and outgoing orders for accuracy
- File requests for necessary items when stock is low
- Operate a forklift
- Keep neat and orderly records of all incoming and outgoing orders
- Maintain a clean and organized workspace
- Cleans up and disposes of boxes, packing materials, and pallets, as well as general housekeeping of facility and specific product areas.
- Follows and adheres to safety rules including the handling of hazardous materials

### Requirements and Qualifications:

- High school diploma or equivalent
- Valid driver's license
- Forklift certification and experience a plus
- Solid work history that demonstrates reliability; warehouse work experience is a plus
- Able to work on your feet for 8-hour shifts and lift 40 lbs. regularly.
- Basic computer skills for maintaining inventory logs and databases
- Attention to detail
- Problem-solving abilities
- Good communication skills
- Team player

A pre-employment test will be given to potential job candidates prior to hiring.