
Warehouse Coordinator w/ Forklift Exp.

Hours: M-F 6:00 am to 4:00 pm (Occasional Saturday shifts may be required)

Forklift/Warehouse:

- Picking and prepping orders including case picking, wrapping by hand and labeling
- Re-palletizing (up to 55 lb. box/bags) re-stacking leaning pallets, removing damages, cleanup of spilled product, dumping damaged product
- Housekeeping (empty garbage bins, sweep, mop, tidy up warehouse (space management)
- Repacking (bag to box, box to box, or into supersacks)
- Inspect assigned forklift daily using provided checklist
- Fill forklift battery with water weekly
- Operate a narrow-aisle double reach truck to pick orders and to put away inbound material (This will require some material re-stacking / Accurate use of our WMS will be required to scan material out of locations)
- Operate an electric 3 wheel sit down to unload and load trucks

Shipping/Receiving

- Sealing trucks/checking and cutting seals
- Loading and unloading
- Driver check in's
- Confirm/Schedule inbound & outbound freight appointments
- Final review of outbound orders
- Count and send PO verification(s) for all inbound material using WMS
- Take pictures and report on damages from inbound freight

Inventory Control

- Assist with Inventory Forensics

Administrative support to the Warehouse Supervisor

- Complete requested transactions within the WMS
- Assist with communication between the Warehouse and external/internal contacts
- Prep order packets

Requirements:

- 2 to 5 years of related experience
- Excellent written and oral communication skills
- Team player that exhibits patience and a positive attitude
- Detailed, organized, and the ability to multitask in a fast-paced environment
- PC Skills: Proficient in Microsoft Office (Outlook, Word, Excel)
- SAP experience is a plus
- Must be reliable
- Can stay on task with minimal supervision
- Customer Service skills
- Bilingual (English/Spanish)