



Warehouse Coordinator Job Description

Location: Grand Rapids, MN

Reports To: Plant General Manager

Department: Operations

Status: Exempt, Salaried

Job Summary:

The Plant Warehouse Coordinator oversees the safe receipt, production, storage, retrieval and timely dispatch of materials and products. Ensures workplace health and safety requirements are met and takes responsibility for the security of the assets in their charge. Plans the staging and efficient organization of materials within the warehouse. Helps manage a team of employees. Responsible for compliance with established internal control procedures to maintain inventory accuracy.

Essential Functions:

- Manage stock control: the self-assured receipt, storage, retrieval and timely delivery of goods; shipment loading & transferring; document recording and data entry into system.
- Planning, organizing and controlling of Warehouse over-all operations.
- Constantly plan out all warehouse resources and activities in relation to company objectives and set targets.
- Make plans to develop staffs of warehouse by internal/on-job training.
- Follow up & control daily absence and over time.
- Ensure that workplace's health and safety requirements are met and take responsibility for the security of the building and stock.
- Maintain housekeeping of warehouse and surrounding area.
- Follow up ERP program against with actual activities.
- Implement cost reduction principle in all aspects of warehouse transactions and activities.
- Creation of daily work logs and transmission of same to corporate.
- Improvement & development of warehouse.
- Promote constant motivation among staff to strive for an efficient and effective warehouse administration.
- Always research to improve all warehouse operations according to company's objectives.
- Negotiation of rates with common carrier representatives.
- Create team with safety and efficiency as priorities.
- Self-starter yet able to take orders as directed.
- Other duties as assigned.

Qualifications:

- Requires a High School Diploma or Equivalent
- Requires a minimum of 2 years experience in a warehousing and/ or manufacturing environment
- Solid computer skills (Word, Excel, Outlook,)
- Excellent communication skills up and down organizational structure Strong planning, organizational and follow up skills
- Excellent people and process management skills