

POSITION DESCRIPTION

Warehouse Coordinator

Position Warehouse Coordinator

Department/Site

FLSA Non-Exempt

Evaluated by

Salary Range 29

Summary

Performs a variety of receiving, inventory, and distribution duties in the operation and maintenance of the District's central warehouse.

Essential Duties and Responsibilities

- Organizes and may lead the work of staff engaged in the operations and maintenance of the District's central warehouse.
- Establishes delivery schedules and methods for providing efficient of warehouse services. Performs and may assign routine and special deliveries of supplies, materials, and equipment.
- Inspects shipments of materials, equipment and supplies received in order to ensure compliance with purchase order specifications. Identifies and reports shortages, damages and other discrepancies.
- Arranges the storekeeping of goods, materials, supplies and equipment to optimize safekeeping and use of space.
- Assembles furniture, equipment and other heavy items that are received by the District's central warehouse for distribution to departments.
- Documents receipt of goods, materials, and equipment into an automated purchasing system that includes fixed asset, receipt, and inventory control.
- Analyzes space usage for maximum utilization. Confers with other purchasing staff as needed to determine storage space requirements and optimum stock quantities.
- Documents transactions to support annual fixed asset inventory and audits.
- Working with purchasing staff, maintains fixed asset inventory.
- Assists with inventory and disposition of surplus property, processing necessary forms and documentation.
- Analyzes inventory movement and suggests re-order points and/or adjustments in the amount of inventory stored for future consumption.
- Operates warehouse equipment and vehicles including trucks, forklifts and pallet jacks.
- Prepares various reports on warehouse operations and activities.
- Coordinates and conducts periodic physical inventories, including the annual formal inventory, of warehoused items and fixed assets throughout the District.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- Knowledge and Skills

- Requires a working knowledge of the principles and practices of the operations, services and activities of the District's central warehouse.
- Requires a basic knowledge of the materials, equipment and supplies stored and used in college operations.

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- Requires a thorough understanding of warehouse recordkeeping techniques including appropriate computer-aided programs for purchase orders, fixed assets (capital and inventory), receiving, scheduling, and inventory management.
 - Requires knowledge of and skill at using warehouse equipment such as, but not limited to, forklift, pallet jack, and other material handling devices.
 - Requires sufficient math skills to compute sums and fractions.
 - Requires sufficient language skills to document warehouse activity and prepare routine reports.
 - Requires sufficient human relations skill to maintain positive work relationships with internal customers and vendors, and to train others assigned to the warehouse.
- **Abilities**
- Requires the ability to perform the functions of the position and schedule warehouse activity in a manner conducive to proficient performance.
 - Requires the ability to plan, prioritize, perform, and lead work as necessary to meet schedules and timelines.
 - Must be able to write and maintain records according to departmental standards.

Physical Abilities

- Incumbent must be able to work indoors in a warehouse environment and outdoors engaged in work of primarily an active nature.
- Requires the ability to maintain cardiovascular fitness to engage in active physical labor.
- Requires ambulatory ability to sit, walk to campus locations, and operate vehicles and equipment.
- Requires the ability to lift, carry and move medium to heavy weight materials up to 75 pounds on a frequent basis; up to 100 pounds on an occasional basis.
- Requires visual acuity to read printed materials and computer screens, to drive a vehicle, and to observe work processes.
- Requires the ability to use hearing for ordinary and telephonic conversation, to provide staff training sessions, and to hear sound prompts from equipment.
- Requires sufficient hand/eye coordination, arm hand dexterity and visual acuity including depth perception to drive delivery vehicle and read numbers and words.
- Requires the ability to operate a hand truck and commercial forklift.

Education and Experience

- A high school diploma, or the equivalent, and two years of warehouse and fixed asset control experience.

Licenses and Certificates

- Requires a valid driver's license and forklift operator's certificate.

Work Environment

- Work areas require safety considerations and subject to temperature extremes.