



Job Description

Job Title: Warehouse and Inventory Coordinator **Reports to:** Service Manager

Location: Turner, Maine **Position Classification:** Non-Exempt, Part-Time

Position Summary

The Warehouse and Inventory Coordinator ensures a high level of internal and external customer satisfaction by collaborating with members of other departments to coordinate inventory products needed to serve current and potential customers.

Position Responsibilities

- Coordinates movement from the warehouse and storage areas to shipment or point of sale
- Prepares, monitors, and assists in the loading and unloading of product
- Ensures that all company products are moved in or out of the warehouse in a safe and timely manner
- Responsible for managing documentation, handling accounting and record keeping activities of the warehouse
- Working with technicians to complete parts lists on installations to provide service dispatcher for billing
- Processing returns for credits on installations
- Verifies accuracy and counts of incoming parts and materials invoices
- Processing all incoming invoices from vendors
- Manages product inventory and adjust any entries that may need to be corrected
- Conducts physical inventories to determine losses and identify stocks for shipment
- Prepares special orders for products not in stock
- Initiates communication with employees, vendors, suppliers, and customers to develop relationships and build trust
- Tracks and maintains company tools and equipment assigned to the service department
- Verifies product inventory reports by comparing logs and reports and adjusting entries
- Documents actions by completing forms, reports, logs, and records and maintaining databases
- Investigates and reports warehouse operational discrepancies
- Suggests and deploys processes to increase customer satisfaction, efficiency, value, and/or lower costs
- Involved in special projects from time to time, depending on business need
- Responsible for any other tasks and duties as assigned, which may or may not relate to the normal scope of this position

Required Knowledge, Skills and Abilities

- Minimum of two (2) years of experience working directly with inventory in a warehouse setting
- Graduate of High School or equivalent
- Self-motivated with a high degree of comfort working independently in managing priorities and making decisions
- Strong sense of professionalism and ability to maintain discretion
- Well developed verbal and written communication skills

- Demonstrated ability to work as part of a team
- Proficient user of Microsoft Office (prior experience with customized internal computer programs i.e. petroleum software application) preferred
- Must be able to pass a pre-employment physical (conducted at our occupational health provider's location)
- Must meet employment eligibility standards set for criminal and other background checks

Physical Demands and Work Environment

While performing the duties and responsibilities of this position, the employee may be required to:

	Never	Occasionally	Often	Always
Talk			X	
Hear			X	
Vision - Close			X	
Vision - Far			X	
Stand			X	
Walk		X		
Push/Pull		X		
Lift < 25 lbs			X	
Sit		X		
Climb/Balance			X	
Stoop/Kneel/Crouch/Crawl			X	
Reach			X	
Feel/Use hands and fingers			X	

The employee will primarily work in either a warehouse or an office environment and is exposed to moving vehicles. The noise level in the work environment is usually quiet to moderate.

Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

Acknowledgement of Receipt and Understanding

Employee Name: _____ (print) _____ (sign)

Date: ____ / ____ / ____