

JOB POSTING

POSITION TITLE: Warehouse Coordinator (Trenton)

REPORTS TO: Supply Chain Manager

PRINCIPAL RESPONSIBILITIES:

Works independently with limited direction from Supply Chain Manager. Coordinates all warehouse operations including shipping and receiving. Handles basic maintenance of the department and reports larger projects to the Maintenance group. Duties include but are not limited to: Loading and unloading of trucks, picking customer orders and prepare for shipping. Generates and stores all shipping and receiving documents including those for export shipments, schedule LTL and full truckload shipments, as well as UPS and FedEx shipments. Is responsible for making sure that all outgoing orders are shipped out accurately and in a timely manner. Assist Material Handlers with order picking as needed and overall coordination with all warehouse organization and operations. Works to trains new employees or temporary help as needed.

SUPERVISION & SCOPE:

No direct supervisory responsibilities.

ESSENTIAL FUNCTIONS:

Plans finished goods shipments; schedules and loads trucks; and prepares and stores shipping documentation.

Monitors customer website portals; updates system and work instruction as needed. Then passes that information on to the warehouse team.

Assures that all customer requirements are being met.

Obtains freight quotes and shipping information for Customer Service and Sales.

Moves stock weighing up to 50 pounds to and from warehouse shelves.

Maintains organization of warehouse inventory using NAV and reports any discrepancies to the Supply Chain Manager or the Production Supervisor.

Assures that all movement of inventory (i.e.: Shipping/Receiving/Re-class) is properly done through the NAV system.

Assures that all raw and finished materials are properly marked with LHB part number and unit of measure before shipping finished material or passing raw material to the warehouse.

Ensures that all warehouse, as well as shipping and receiving areas are always kept in a clean and organized manner.

Able to drive a forklift in a safe and efficient manner. *

Operates equipment in a safe manner and in accordance with good safety practices. Must wear safety equipment in designated areas.

Maintains and/or arranges for general maintenance of forklifts and other departmental equipment (Wave).

Purchases and maintains pallet stock and shipping and receiving supplies (tape, tape guns, stretch wrap, box cutters, etc.).

Required to work overtime when necessary.

Other duties as assigned.

*See specialized training requirements.

KNOWLEDGE:

UPS/FedEx procedures and software.

High School Diploma or GED.

Hazardous Material Training.

Forklift experience.

Microsoft Office (Outlook, Word, Excel).

Enterprise Resource Planning (ERP) experience.

SPECIALIZED TRAINING REQUIREMENTS:

Process Safety Management, per 29 CFR 1910.119.

DOT HAZMAT Training, per 49 CFR 172.704(a).

Hazardous Waste Management Procedures, per 40 CFR 265.16.

Fork Truck Training and License, per 29 CFR 1910.178.

EXPERIENCE:

4 years warehouse and forklift operation.

SKILLS AND ABILITIES:

Must be able to work as a member of a team.

Must have ability to lead and coordinate the work of others.

Must have sufficient visual acuity to pass driver's license/forklift license tests.

Must be able to lift 50+ pounds.

Must follow written SOPs and possess a high degree of quality in work.
Must have good computer skills.
Must be able to operate pallet wrapping machine.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS WHICH MAY BE REPRESENTED BUT NOT ALL INCLUSIVE OF THOSE COMMONLY ASSOCIATED WITH THIS POSITION:

Forklift
Wave

LICENSES REQUIRED:

Forklift

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

If you are or someone you know is interested and meet the qualifications, please submit your resume to Karen Nelson knelson@lhbindustries.com or visit our website at www.lhbindustries.com to complete an application.

LHB offers equal opportunities to all persons without regard to race, color, religion, age, sex, disability, national origin, ancestry, citizenship, military or veteran status, marital status, sexual orientation, domestic violence victim status, predisposing genetic characteristics or genetic information, or any other status protected by law. Applicants who require reasonable accommodation during

the application process may contact the Human Resources Department.