

# **JOB POSTING**

**JOB TITLE:** Warehouse Administrative Associate

**REPORTS TO:** Trenton Supply Chain Manager, dotted line to Berkeley Supply Chain Manager

**FLSA STATUS:** Non-Exempt

## **JOB SUMMARY:**

Provides administrative support to warehousing departments at both LHB locations. This includes monitoring sales orders, printing picks, communicating with customers via portals, providing shipping documentation, working with inbound and outbound carriers, processing sales returns, processing backorders, contesting chargebacks and ensuring all customer service issues are handled in a concise and timely fashion.

## **ESSENTIAL FUNCTIONS:**

- Monitor sales order entries and status to ensure timely fulfillment. Print picks as needed.
- Enter ASN's into customer portals
- Create documents for international shipments
- Maintain/update inventory levels in Amazon Seller Central portal
- Create documents and process sales orders for USAMMA backorders
- Track and confirm delivery of USAMMA shipments
- Process purchase returns in NAV
- Do research for and dispute chargeback fines
- Provide freight quotes to Customer Service/Sales departments
- Generate any special customer labels and process contracts in Odyssey for DLA orders

- Create cycle count sheets for warehouse staff
- Monitor and order shipping supplies
- Update shipping work instructions as needed
- Scan and enter outgoing BOL's and raw material receipts into Zeta Doc's
- Create BOL's and set up LTL shipments
- Provide supportive documentation/information to Customer Service for addressing shipping related customer complaints
- Perform other related duties and assignments as required

### **REQUIRED SKILLS/ABILITIES/KNOWLEDGE:**

- Must have good computer skills.
- Customer service oriented.
- Well organized and detail oriented.
- A self-starter with initiative and proven willingness to assume ownership for areas of responsibility.
- Ability to make informed decisions quickly and independently.
- Strong inter-personal communication and employee relations skills.

### **EDUCATION AND EXPERIENCE:**

- High School diploma or equivalent required.
- Previous warehouse experience beneficial.

### **SUPERVISORY RESPONSIBILITIES:**

No direct reports

### **LICENSES AND CERTIFICATIONS:**

None

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- The employee must occasionally lift and/or move up to 25 lbs.

### **WORK ENVIRONMENT:**

- Observes and follows safety regulations and displays the ability to always perform job functions in a safe manner.
- Office and plant facility.

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.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

All activities, demands, conditions and requirements are linked to essential job functions

**If you are or someone you know is interested and meet the qualifications, please submit your resume to Karen Nelson [knelson@lhbindustries.com](mailto:knelson@lhbindustries.com) or visit our website at [www.lhbindustries.com](http://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.*