



To lead our industry by providing innovative products and services that improve the appearance and performance of our built environment.

Warehouse Receiving Coordinator

Immediate Supervisor: Warehouse Supervisor

Classification: ☐ Exempt **X** Non-exempt

Eligible for work flexibility ☐ Yes **X** No

Department: 021000

Updated: 02/24/22

PURPOSE: To properly receive raw materials used in the manufacturing process and communicate progress. Also, to pick, stage, and load customer orders for timely delivery.



ESSENTIAL FUNCTIONS

- Receive inbound inventory (both non-bulk truck and parcel shipments) and complete all inventory receipts in GP
- Communicates with the Supply Chain Team as needed regarding discrepancies or variances in receiving paperwork (BOL, Packing List, etc.)
- Work with QC as needed for receipt of certain chemical raw materials
- Apply inventory control labels to chemical raw materials
- Offload in-coming materials from trucks as needed
- Operate and maintain forklift
- Pick customer orders using all the information on the pick tickets
- Load customer orders per Bill of Lading on trailers
- Maintain finished goods inventory in proper bin locations
- Perform cycle counts
- Wear appropriate protective equipment and follow all safety precautions.
- Perform other duties as assigned, if qualified, to meet business demands.



SUPERVISORY RESPONSIBILITIES

N/A



KNOWLEDGE, SKILLS & ABILITIES

- Must be able to self-check work for accuracy
- Must be accurate and thorough during all stages of data entry.



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- Must be proficient in the operation of forklift. Must know how to configure a “throw” pallet.
- Must know of all bin locations.
- Knowledgeable of DOT hazardous materials regulations
- Must be able to operate dock plates.
- Must be self-motivated and able to keep up with production demands.
- Must be able to communicate effectively and interact well with a variety of personalities within a production environment.
- Must be flexible and willing to help others when requested.
- Must be able to follow instructions and work with minimal supervision.
- Must be computer literate – previous experience with accounting software packages a plus.
- Due to the nature of our business, the ability to understand, read and write English fluently is required for safety reasons.
- Use of the following equipment:
 - Box cutters
 - Tape gun
 - Forklift
 - Pallet jack
 - Floor scales
 - Miscellaneous hand tools



PHYSICAL DEMANDS

See attached Physical Aspects.



WORKING CONDITION & ENVIRONMENT

This position requires exposure to various chemicals in a production environment. Exposure to dust, vapors, gases, chemicals is probable and personal protective equipment is required.

Plant is not an air-conditioned environment but is equipped with adequate air flow handling equipment and ventilation system. Plant is heated during the winter months.



TECHNOLOGY REQUIREMENTS



EDUCATION - CERTIFICATION

High school diploma or its equivalent. Forklift certification.



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Physical Aspects for Warehouse Coordinator

Primary work location:

☐ Office ☒ Production/Warehouse ☐ Lab ☐ Other _____

In an average day, employee is required to: (Highlighted and bolded ... number of hours ... for each activity)

• Sit	1	2	3	4	5	6	7	8
• Stand	1	2	3	4	5	6	7	8
• Walk	1	2	3	4	5	6	7	8
• Forklift Operation	1	2	3	4	5	6	7	8

In an average workday, employee must:

	Not At All	Occasionally (15 min – 2 ½ hours)	Frequently (2 ½ hours-5 ½ hours)	Continuously (5 ½ + hours)
• Twist/bend/stoop	☐	☐	X	☐
• Climb (ladders)	☐	X	☐	☐
• Reach (above shoulder)	☐	X	☐	☐
• Kneel	☐	X	☐	☐
• Balance	☐	X	☐	☐
• Push/Pull	☐	X	☐	☐
• Squat	☐	X	☐	☐
• Crawl	☐	X	☐	☐
• Crouch	☐	X	☐	☐
• Carry	☐	☐ __ lbs.	X 65 lbs.	☐ __ lbs.
• Lift	☐	☐ __ lbs.	X 65 lbs.	☐ __ lbs.
• Use hands for repetitive action such as:				
	Simple Grasping	Firm Grasping	Fine Manipulation	
Right hand:	X	X	☐	
Left hand:	X	X	☐	

Job requires:

X Yes ☐ No

X Yes ☐ No

X Yes ☐ No

X Yes ☐ No

X Yes ☐ No

X Yes ☐ No

X Yes ☐ No

☐ Yes **X** No

Working at heights **X** Occasionally ☐ Frequently ☐ Continuously

Operating production equipment

Office equipment (computer, iPad, 10-key, etc.)

Computer knowledge (software, e-mail, internet, etc.)

Keyboarding **X** Occasionally ☐ Frequently ☐ Continuously

Exposure to marked changes in temperature and humidity

Exposure to dust, vapors, gases, chemicals

Travel for work (If yes, by what means and how often.)

