



## JOB DESCRIPTION

Job Title: **Warehouse Coordinator**  
Reports to: Plant Manager

Rev Date: 06/2018  
Area: Main Plant  
Prepared by: K Basehore

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**A. General Activity:** Summarize briefly the position's primary duties and responsibilities.

The Warehouse Coordinator takes direction from the Plant Manager, or designee. Generally, the Warehouse Coordinator manages the inflow and outflow of materials and information from the Main Plant.

**B. Essential Functions:** List the essential functions of the position in order of importance and the percentage of time you spend on each function.

*Safety*

- Wear eye protection at all times
- Wear steel toe shoes at all times
- Perform job functions in a safe manner

*Production*

- Maintain current training and functionality on all Warehouse Operator duties
- Track and maintain stock levels on consumables for the Main Plant
- Collect and disseminate outgoing paperwork
- Collect and disseminate incoming paperwork
- Manage warehouse inventory levels, in conjunction with the Warehouse Operator, to ensure there is enough space for the efficient flow of goods throughout the plant
- Notify management and assist with the correction of off quality salt or pallets
- Keep the warehouse area clean, organized and safe
- Report on production volume, load movement, and inventory specifics, as needed
- Ensure warehouse operator knowledge is consistent across all shifts
- Other tasks, as defined by the Plant Manager, or designee

**C. Special Knowledge, Skills and Training:** List the special knowledge, skills, and training, (supervisor, written/verbal communication, spreadsheet/computer, negotiation, and certification) required to perform the job.

- Basic understanding of cGMP and cGDP requirements
- Forklift certification
- Basic mechanical aptitude/trouble shooting skills
- Ability to lift 55-pound bags of salt
- Ability to climb ladders, and work at on an elevated platform
- Ability to stand/walk for the majority of the shift
- Ability to work in and around trailers and box trucks
- Ability to work in hot, summer environments, and cold, winter environments
- Ability to work around steam, hot liquids, and acidic liquids safely

**D. Education (minimum requirements/equivalent):**

- High school diploma or GED

**E. Organization:** Chart the organization in which this position is located. Fill in the position's title, title of the immediate supervisor, title of the next higher level of management above the supervisor, peer positions, and titles of persons reporting to the position described (subordinate positions).

Next Level:	VP Operations
Next Level:	Production Manager
Incumbent:	Warehouse Coordinator

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**Human Resources use only:**

  
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HR Director

Date: 7/12/18