



## **Warehouse Coordinator (Classification: Non Exempt)**

**Position Summary:** The Warehouse coordinator under the direction of the Technical Service Manager supports all warehouse related activities including shipping, receiving, staging, packaging, and inventory control. Maintain an organized safety compliant warehouse. Assist with Laboratory housekeeping.

### **Responsibilities:**

Offload and receive incoming inventory and other incoming freight ensuring that all materials are received in good order and properly match packing slip/purchase order (quantity, description). Notify appropriate personnel immediately when discrepancies are discovered.

- Accurately pull all customer orders and ship in specified time frame. Assure that pulled stock matches pick note. Accurately weight shipments for freight calculation. Ensure that all shipping documents are in order before loading and releasing to transportation companies.
- Assist with maintaining warehouse inventory to make sure physical stock matches Aurora.
- Perform weekly Cycle Counts
- Facilitate Internal Orders.
- Handle Hazmat shipments.
- Drive lift truck.
- Practice FIFO system.
  - First in, first out. It ensures we rotate the stock. It helps combat expired products.

### **General Responsibilities:**

- Order warehouse and other related supplies; maintain appropriate supply stock and properly complete purchasing documentation
- Assist with keeping the warehouse clean and well organized
- Perform minor warehouse/office maintenance and other duties as assigned by management
- Exercise reasonable care and operation of forklift, warehouse equipment, standard office equipment, or any other company equipment
- Assist with Laboratory cleaning
- Assist with C/S tasks
- Assist backing up the Windsor store
- Assist with electronic filing
- Assist with housekeeping, Warehouse, Offices, Laboratory

To apply please email resume to Mary Ann Jennison at [mjennison@gusmerenterprises.com](mailto:mjennison@gusmerenterprises.com)