

Job Posting

Job Title: **Warehouse Coordinator**

Job Location: **Fairbanks, AK**

Status: Part-time, Non-Exempt

Work Schedule: Varies within the normal business hours of operations.
Generally scheduled to work approximately 16 to 24 hours per week based on business needs.

SUMMARY:

Effectively directs all warehouse operations.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- ☞ Maintains personal driving record that always meets company's insurance eligibility requirements.
- ☞ Performs proper receiving and storage procedures for incoming freight
- ☞ Uses software program to enter data when receiving product
- ☞ Tracks incoming drop/ship freight to assist in scheduling and placement in warehouse
- ☞ Adheres to safety regulations and procedures and ensures all who use the warehouse follow same
- ☞ Maintains records for company vehicles and ensures maintenance is done in a timely manner
- ☞ Ensures organization and cleanliness of freight and warehouse
- ☞ Documents freight issues and routes through proper channels
- ☞ Coordinates and processes freight claims
- ☞ Ensures all necessary parts and pieces for each order are received prior to loading vehicles for delivery and/or installation
- ☞ Pre-build product when required
- ☞ Takes responsibility for every aspect of the warehouse
- ☞ Assists operations personnel in all endeavors as required
- ☞ May require travel

QUALIFICATIONS:

- ☞ High School Diploma or equivalent
- ☞ 2 years of experience in warehouse operations
- ☞ Valid Alaska Driver's License with clean driving record for the past 3 years to date
- ☞ Knowledge of standard warehouse procedures including storage practices, shipping and receiving procedures
- ☞ Excellent planning organizations skills
- ☞ Proficiency using a variety of hand and power tools
- ☞ Strong interpersonal skills
- ☞ Strong oral and written communication skills
- ☞ Knowledge and experience working with computer software: Microsoft Excel, Word, Outlook

This job posting illustrates the essential duties of this position. It does not prescribe or restrict the tasks that may be assigned.

If you are interested in applying for this position, please visit our website at www.capital-office.com to download an application or contact Human Resources at 907.777.1519.

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