



JOB DESCRIPTION: WAREHOUSE COORDINATOR

SUMMARY

The Warehouse Coordinator position is the company lead of all operations that take place within the warehouse. The Warehouse Coordinator oversees receiving, storing, staging, organizing, and customer delivery of all inventory. This position will be responsible for keeping record of all inventory such as seeds and inoculant, as well as making sure all inventory is clean and organized. The Warehouse Coordinator also serves as the assistant delivery person for seed customers in a multi-county area in Central Pennsylvania. The Warehouse Coordinator must also keep accurate records of all product being received and delivered. This position also ensures that company equipment for the warehouse is operating properly and maintained as needed.

REQUIRED QUALIFICATIONS

- Valid PA Driver's License and excellent driving record
- Highly organized with good attention to detail
- Excellent interpersonal & communication skills
- Ability to clearly communicate with other staff members & customers, both written and verbally, in English
- Excellent customer service skills
- Cultivate & maintain strong relationships with office, farm, and warehouse personnel.
- Being able to work with a Team.
- Ability to work extended hours and weekends during busy seasons and whenever necessary.
- Ability to lift 50 pounds.
- Experience with or interest in commercial agriculture
- Ability to use Microsoft Word and Excel.
- Ability to learn and use company-specific computer software program.
- Experience with or willingness to learn to operate a forklift.

PREFERRED QUALIFICATIONS:

- CDL license
- Associates Degree in Agriculture, Business or related field.

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JOB DUTIES:

INVENTORY

- Responsible for tracking quantities and product type coming and leaving the warehouse.
- Will pull and stage deliveries.
- Will offload products coming into the warehouse.
- Responsible for storing and organizing products to ensure warehouse maintains a neat and orderly appearance to make sure all products are easily located, accessible, and accounted for.
- Works with other staff members to pull products that are ready for delivery.
- Responsible for organizing and accounting of all products during end of season returns.

DELIVERY

- Will deliver seed and other products to customers in a multi-county area in Central Pennsylvania.
- Will load and unload delivery trucks with correct seed products, both manually and using a forklift.
- Checking loads into software system
- Deliver products with an excellent customer service approach.
- Complete accurate records for all delivery and return transactions to ensure seed inventory remains accurate.

MACHINE & VEHICLES

- The Warehouse Coordinator will monitor maintenance needs of vehicles and equipment such as (but not limited to) a seed cleaner, forklift, seed treater, pallet jack, trucks and trailers
- Arrange for any regular repair service needed.
- Keeping accurate records of repair work and organizing documentation.

GENERAL

- The Warehouse Coordinator will assist with creating and implementing warehouse operations processes and ensuring they are followed.
- Keep warehouse, personal office space, and equipment in a clean and functional manner.
- Will be responsible for seed treatment.
- Prepare custom seed mixes in an accurate manner.