



Warehouse Coordinator

Plumbing and Heating Contractor – Warehouse Coordinator

Job Summary:

The Warehouse Coordinator office position will supervise the following:

- Shipping and receiving clerk
- Delivery drivers
- Tools

The role of the Warehouse Coordinator is to control the flow of materials, equipment, and products into and out of the warehouse to the jobsite in a timely fashion, ensuring that the needs of the field are satisfied.

Principle Duties and Responsibilities:

- **Receiving Operations**
 - Oversee incoming deliveries from vendors and suppliers
 - Verify shipments against purchase orders and packing slips
 - Inspect materials for damage, shortages, or incorrect items
 - Coordinate returns, warranty claims, back orders, and discrepancies
 - Ensure materials are properly tagged, and staged for delivery
- **Shipping Operations**
 - Coordinate outgoing deliveries to jobsites
 - Manage loading schedules and transportation logistics
 - Ensure orders are accurate, complete, and documented
 - Prepare shipping paperwork and tracking information
 - Optimize delivery routes and timing where applicable
- **Warehouse Operations**
 - Supervise warehouse staff, drivers, and material handlers
 - Establish safety procedures and OSHA compliance
 - Maintain forklifts, storage systems, and warehouse equipment
 - Improve layout efficiency and workflow processes
 - Manage cleanliness and organization standards
- Distribute tools as required to job sites and employees.
- Schedule daily deliveries. Prioritize deliveries by need.
- Set up and maintain a clean and organized warehouse.
- Maintain a shipping and receiving report daily. To be limited to job specific equipment.
- Complete all required documentation electronically utilizing multiple software platforms.
- Participate in all aspects of overseeing all personnel within the department, including but not limited to hiring, termination, and wage adjustments.
- Perform annual personnel reviews of personnel within the department
- Perform other related duties or special projects, as assigned.

Education, Training, Licenses and/or Certifications

- 5 years' total experience in logistics and/or warehouse management
- Valid NH driver license.
- OSHA 10 Hour preferred

Additional Requirements:

- Requires mechanical aptitude, mathematical and English language skills.
- Maintain positive attitude, teach, coach and / or mentor others with a professional demeanor
- Complies and promotes company Safety Policy.
- Initiative; self-motivated (driven), self-starter.
- Excellent communication and customer services skills.
- Analytical and problem-solving skills
- Technological proficiency to include Microsoft Office products.
- Ability to pass full background screening and drug screening.
- Ability to pass MVR check.
- Ability to pass a physical ability test.
- Ability to travel, as needed, for projects or training

Job Type: Full-time

Pay Rate: TBD

Benefits:

- 401(k)
- Boot Allowance
- Dental insurance
- Disability insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Tuition reimbursement
- Vision insurance

Schedule:

- Monday through Friday 8am-4:30pm

The above job description covers the principle duties and responsibilities of this job. However, this job description should not be construed to be a complete listing of all miscellaneous, incidental, or other duties which may be required.