

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Warehouse Coordinator	Range:	41
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for coordinating and supervising District warehouse operations and activities to ensure timely delivery of materials, supplies, equipment and services to various District locations.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Plans, organizes, supervises and assists in the receiving, processing and issuance of warehouse stock; authorizes receipts of warehouse deliveries; assures stock and warehouse facility is maintained in a safe, clean and orderly condition; plans and coordinates layout of warehouse facility.
2.	Coordinates and participates in the inspection of shipments to assure compliance with purchase order specifications; identifies and reports shortages, damaged goods and other discrepancies; communicates with vendors to resolve shipping discrepancies; arranges for merchandise returns and pick-ups.
3.	Schedules and participates in processing requisitions for supplies; assists warehouse personnel as needed in locating, pulling and preparing various merchandise for delivery; assists buyers in processing freight claims; schedules and arranges for delivery or prepares packages for shipping according to established procedures.
4.	Coordinates and participates in annual and periodic physical inventories; supervises and organizes the collection, inventory and storage of surplus warehouse materials.
5.	Communicates with various departments, vendors and others to provide and receive information and to resolve questions and issues.
6.	Arranges for the maintenance and repair of warehouse building and mechanical equipment as needed.
7.	Maintains a variety of records, files, and reports.
8.	Trains and provides work direction and guidance to others as directed
9.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

OTHER FUNCTIONS

Responsible for coordinating the disposal of surplus property.

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WORKING RELATIONSHIPS

The Warehouse Coordinator maintains frequent contact with District departments and personnel, governmental agencies, and outside vendors.

EDUCATION AND EXPERIENCE

High school graduation or equivalent

Minimum two (2) years increasingly responsible experience in warehouse facility including experience in a lead capacity

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of modern warehousing and storekeeping practices including shipping, receiving, and issuing materials, proper and orderly storage, optimum space utilization and stock inventory procedures

Knowledge of common District equipment and supplies used

Knowledge of business practices related to the purchase, shipment and receipt of goods

Knowledge of health and safety regulations

Knowledge of record keeping techniques

Ability to operate a forklift and delivery vehicles using safe driving techniques

Ability to make arithmetic calculations quickly and accurately

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to read, interpret, apply and explain rules, regulations, policies and procedures

Ability to understand and follow oral and written directions

Ability to train, supervise and evaluate personnel

Ability to establish and maintain effective working relationships with others

Ability to communicate effectively, both orally and in writing.

SPECIAL REQUIREMENTS

A valid California Driver's License

TRAINING REQUIREMENTS

Forklift Operation Certification

WORKING CONDITIONS

College or District warehouse; subject to heaving lifting (up to 70 pounds unassisted), lifting, bending, standing.
