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# Example of Shift Coordinator Job Description

Our company is looking for a shift coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for shift coordinator

* Communicates/Interacts with all levels of employees in a professional manner
* Complies with all GMP’s and safety rules and regulations
* Works with and trains others (i.e., material handlers and forklift operators)
* Manages and/or coordinates, re-stocking and purchasing of OGS items
* Uses Material Handling Equipment and may relieve specific team member positions as needed
* Adheres to all regulatory issues (OSHA, FDA, DOT, EPA)
* May conduct shift changeover meeting with outgoing coordinator and with shift employees
* May complete maintenance work orders
* May assist supervisor with roles and responsibilities during specified times
* Conducts Orientation

## Qualifications for shift coordinator

* Successful result of a security background check
* Former training or Quality Control experience
* Ability to deal with all types of personalities effectively
* Demonstrated dependability through excellent attendance
* Ability to speak English and Spanish is preferred
* A positive attitude and a clearly evidenced desire to promote a team environment