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# Example of Warehouse Coordinator Job Description

Our growing company is looking to fill the role of warehouse coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for warehouse coordinator

* Maintains the correct stock levels of warehouse consumables such as, but not limited to, nuts and bolts, paint cans, tools
* Preparation of all packing slips / export documentation
* Calling all transportation companies for pick-ups
* Calling on customer for pick-ups
* Reception & managing customer returns
* Clerical work , filing documents
* Invoicing of orders once shipments have been shipped
* Material reception in computer system
* Dispatching workload for 5 other warehouse persons
* Ordering supplies for warehouse

## Qualifications for warehouse coordinator

* Lift maintenance
* Various stock adjustments
* High School or DEP
* Certain SAP knowledge would be a plus, but not required , training will be offered
* Filling customer orders according to standard operating procedures (SOPs)
* Responsible for warehouse activities