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# Example of Warehouse Coordinator Job Description

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

## Responsibilities for warehouse coordinator

* Manager's request special event planned for department reward for milestone or specific accomplishments– ex
* Must show strong skills in organization
* Must show discipline in accuracy
* Must have strong computer understanding skills
* Must show strong comprehension of computer related data
* Must have strong computer/printer networking knowledge
* Must be able to problem solve for unknown ERP system errors
* Must be able to physically lift, move, and manipulate boxes up to 50lb’s in weight
* Must be able to maintain organization of a warehouse
* Must be able to work with a team of other warehouse employees

## Qualifications for warehouse coordinator

* Forklift license advantageous
* An awareness of sales and commercial processes
* Ability to work in support of a team, a flexible individual with a positive and proactive approach who doesn’t mind rolling their sleeves up and getting involved
* Become fully cross trained in all Warehouse and Materials positions including but not limited to expediting, production scheduling, raw material scheduling and supervision assistance
* Related Work Experience -3 years’ experience in Warehouse position, preferred
* Computer experience required including Microsoft applications