Downloaded from <https://www.velvetjobs.com/job-descriptions/warehouse-coordinator>

# Example of Warehouse Coordinator Job Description

Our innovative and growing company is hiring for a warehouse coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for warehouse coordinator

* Must be able to use multiple computer based shipment systems
* Will be responsible for maintaining positive relations with the courier drivers
* Will be responsible for maintaining positive relations with the warehouse team
* Must be able to step in and cover the work load of another employee if needed
* Must show ability to schedule tasks and manage productivity
* Will be responsible for helping maintain a consistent inventory level in the warehouse
* Will have to be able to communicate inventory levels of the warehouse upon demand
* Will be responsible for counting the Allworx product monthly and reporting the counts to the Inventory Supervisor
* Will be responsible for assisting in the annual counts of all of the Allworx warehouses
* Must have a positive attitude and cheerful disposition

## Qualifications for warehouse coordinator

* High School Diploma plus five (5) years of experience supporting teams required
* Computer systems knowledge a must
* CGMP, GDP knowledge a plus
* Must work with team to ensure general GMP guidelines are met, and keep team in line with Supply Chain and Logistics' expectations for Compliance
* Must have good communication skills via the telephone
* Must be able to effectively communicate shipping related information to customers