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

# Example of Warehouse Coordinator Job Description

Our growing company is searching for experienced candidates for the position of 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

* Understands basic Materials and Logistics terminology
* At least one year of experience in warehouse operations
* High School diploma or equivalent certification required (GED)
* Have a current forklift license or are you able to attain one within 6 months
* Being able to meet the physical demands of the job
* Enters inventory data into the computer
* Must interact with Customer Service and Traffic Dept
* Prints out orders for Bin Routes on a weekly basis
* Crosscheck/verify accuracy of orders built for shipment to BIN locations
* Make deliveries to stores and other warehouses as needed

## Qualifications for warehouse coordinator

* Associates degree or 5+ years’ experience in a warehouse environment preferred
* Must have a background in shipment related computer programs
* Must have an understanding of basic supply chain management
* Must have an understanding of inventory management
* Read work orders, shipping order, or follows verbal instructions
* Inspects inventory for defects, scratches or other damage