



# Example of Operations Coordinator Job Description

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

## Responsibilities for operations coordinator

- Manage master tracker of direct orders
- Ensure timely shipment of orders and expedites shipment documentation to Corporate
- Post Purchase Orders receiving into Epicor
- Verify quantities and items shipped against BOL, EDI and shipment documentation
- Create invoicing logs with supporting shipment documentation
- Assist in end of week/month/quarter close
- Assist the Inventory Department to enter physical inventory counts when needed
- Support the inventory department when needed (receiving's, batch postings)
- Enter batch postings for the company owned 'work in process' items for specific co-packers
- Perform the Indirect Material Function as crib attendant

## Qualifications for operations coordinator

- Ability to work and/or drive in varying weather environments and conditions
- Certification for the operation of certain equipment, , high-low, fork lift, may be required based on location
- Ability to work both independently, contribute to the cohesion of a team
- Role related qualification (Business/Economics/Finance/Media)
- Crystal Reports and Tableau would be beneficial

