



Job Title: Warehouse Coordinator

Wage/Hour Status: Exempt

Reports to: Asst. Superintendent of Operations

Pay Grade: AM5

Department: Physical Plant Operations

Date: 10/2026

Primary Purpose:

The Warehouse Coordinator oversees all warehouse operations, ensuring efficient receipt, storage, and dispatch of goods. This role is responsible for maintaining inventory accuracy, optimizing workflows, and ensuring compliance with safety and quality standards.

NOTE: Applicant must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the applicant, before continuing within the process towards possible employment.

Qualifications:

Education/Certification:

- Bachelor's degree or related experience in Supply Chain, Logistics, Business, or related field (preferred).
- Strong knowledge of inventory management systems implementation and ERP software.
- Excellent leadership, organizational, and problem-solving skills.
- Ability to work under pressure and meet deadlines.

Special Knowledge/Skills:

- Proficiency in MS Office and warehouse management systems (WMS).
- Strong communication and interpersonal skills.
- Knowledge of OSHA and safety standards.
- Ability to work outside scheduled hours when needed.
- Must have a valid Texas Driver's license with good driving record.

Experience:

- 3–5 years of experience in warehouse or logistics management preferred.

Major Duties and Responsibilities

- **Operations Management:**
 - Plan, organize, and control warehouse activities to meet operational goals.
 - Ensure timely and accurate order fulfillment and shipping.
- **Inventory Control:**
 - Monitor stock levels and conduct regular audits.
 - Implement inventory management systems in strict accordance with the development of internal and federal controls and standards.
- **Team Leadership:**
 - Train and direct warehouse staff.
 - Set performance goals
- **Safety & Compliance:**
 - Enforce health and safety regulations in the warehouse.

- Maintain compliance with company policies and legal requirements.
- **Process Improvement:**
 - Identify inefficiencies and implement best practices for productivity.
 - Collaborate with procurement and logistics teams to streamline operations.

Working Conditions:

The role of Warehouse Coordinator requires regular physical activity including but not limited to carrying and moving items of varying weight, use of ladders and lifts, and working in transitory seasonal climate in an indoor facility.

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent standing, stooping, bending, pulling, and pushing.

Environmental Factors:

Exposure to temperature variations, humidity, noise, low or intense illumination, vibration, biological hazards, chemical hazards or electrical hazards

Work: inside or outside, around moving objects, around machinery with moving parts, slippery surfaces, uneven surfaces, alone, prolonged or irregular hours, unusual fatigue factors (hours)

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.