



Shipping/Receiving Coordinator

JOB SUMMARY

Join our TEAM! National concrete pumping company has an immediate opening for a full-time, experienced, shipping/receiving coordinator for our Kent, WA facility. This is an excellent career opportunity for someone who possesses 2-3 years' experience working in a fast-paced construction parts warehouse.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform any other job-related task as requested by their Supervisor.

ESSENTIAL JOB RESPONSIBILITIES

- Receive and fill complex parts orders.
- Prepare sales slips and shipping documents.
- Operate a forklift.
- Ship both large truck and small package shipments on a daily basis.
- Mark and store parts in stockrooms according to prearranged systems.
- Answer multi-line phone system.
- Keep warehouse and parts room clean and organized.
- Perform inventory of stock and maintain inventory control.
- Various filing and administrative tasks.

REQUIRED EXPERIENCE

- Microsoft Office knowledge is preferred.
- Knowledge of inventory control software preferred.
- Able to prioritize among competing requirements in a fast-paced environment.
- Experience operating a forklift & overhead crane.
- Reliable and on-time.
- Must have a valid Washington State Driver's License with no major offenses.
- Candidates who have Spanish speaking skills is a plus.

WORKING CONDITIONS AND PHYSICAL DEMANDS

- *Combination indoor office, indoor warehouse, and outside work environments.
- *Must be able to reach above head, climb ladders for access to inventory, and lift and carry parts.
- *Must be able to lift 75 lbs.
- *Must be able to verbally communicate to others.
- *Must be able to meet requirements for hearing and seeing.
- *Must be able to stand for long periods of time.

We conduct both drug testing and background screening. We are an E-Verify participant.

Equal Opportunity Employer.