

Job Description

Position Title: All Lines Technology - Warehouse and Imaging Coordinator

Department: Finance and Administration

Reports to: Logistics Manager

FLSA Status: Non-Exempt | Fulltime

Revision Date: November 2021

Job Summary: The Warehouse and Imaging Coordinator position will provide administrative support to All Lines Technology and related companies. The general descriptions are Imaging, shipping, and receiving functions for primarily the All-Lines business unit but also extends to Fire Fighter Sales and Service Co. This position interfaces with internal departments including Service Technicians, as well as customers and vendors.

Essential Duties and Responsibilities: *The following list is intended to describe the general nature and level of work performed by employees in this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and qualifications required of employees assigned to this job. The employer reserves the right to change or assign other duties to this position. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

Shipping and Receiving:

- Receive trucks and unload merchandise
- Organize and rack product received
- Check merchandise for defects and shipping damage and file appropriate Reports/Claims
- Match Purchase Orders and Sales Orders to receiving and shipping documents
- Fulfill customer's orders
- Move materials off racks and package for shipment
- Fill requisitions, work orders or requests for materials tools or other stock and non-stock items
- Attend and participate in Departmental, Company meetings when required
- Follow and enforce all Safety codes
- Provide interdepartmental support as Supervisor requires
- Identify damage loss or surplus of goods and materials stored in warehouse and inquire about disposition
- Take annual physical inventories and periodic sample counts
- Prepare all shipping documents including documents or return
- General building and grounds maintenance when required
- Maintain an orderly work area
- Process all Customer returns and return to vendors

Image Bench:

- Process all imagine orders including coordination and assistance of the customer image
 - ❖ This includes the unpacking and repacking of product to be sent to the customer. A high level of organization is required here
 - ❖ Contact customer should any issues arise

- ❖ Document all image process for each customer
- ❖ Participate in project management meetings for preparation and planning of image project
- ❖ Maintain the stability of the image bench
- ❖ Ensure the right cables and connectors are available for project
- ❖ This position could also require deliveries to the customer
- ❖ Maintain security of the image area
- Responsible for inventory control
- Carry out tasks assigned by the Logistics Manager

Job Requirements/Skills:

- High School Diploma
- Customer Service Skills
- Computer proficiency (word processing, spreadsheets, ERP systems, GP a Plus)
- Excellent verbal and written communication skills
- Highly organized and detail-oriented
- Problem solving abilities
- Self-motivator, High energy
- Must be Punctual, Dependable and a Team Player
- Commercial Driver's license (CDL) is a plus

Work Environment/Physical Requirements:

- Normal warehouse environment – Not climate Controlled
- Able to operate pallet jacks and lift trucks
- Emphasis on safety in the warehouse
- Safety equipment required
- May include heavy lifting
- Daylight hours 8 am to 4:30 pm

What we offer:

- Medical, Dental, and Vision Insurance
- Generous PTO
- Outstanding career advancement opportunities
- Competitive salary
- 401(K) Retirement Plan
- Referral program

Direct Applicants Only -No Third-Party Recruiters-

For consideration: Please click on the link below to complete our employment application and click on **Apply Now**.

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