



**Job Title:** Fulfillment Coordinator

**Department:** Warehouse

**Status:** Full Time / Non-Exempt

**Reports To:** Operations Director

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**Essential Functions:**

- Prepares orders by processing customer and internal requests and supply orders; pulling materials; packing boxes; placing orders in delivery area
- Coordinate deliveries with Driver Team for local orders
- Support customer specific ordering events
- Participate in customer meetings as needed
- Process all orders within 24 hours
- Executes daily responsibilities effectively to meet customer expectations
- Maintains inventory controls by collecting stock location orders, printing request, recording amounts of materials or items received or distributed through a computer.

**Warehouse Functions:**

- Backup all other warehouse positions, tasks and activities as needed
  - Returns and Exchanges
  - Shipping and Receiving
  - Inventory Management and Cycle Counting
- Assist unloading of trucks and checking in products
- Maintains safe and clean work environment keeping shelves, pallet area, and work stations neat
- Organization and cleanliness of warehouse and work area is always a must.
- Maintain flexibility within hours of operations to back up start and end of day activities as needed (8am-6pm)
- Sort and place products on racks, shelves or in bins according to organizational standards
- Wear and/or use appropriate safety equipment

**Physical Demands:**

- Regularly lift and/or move objects 10-50 lbs
- Frequently required to stand, walk, stoop or kneel

**Company Functions:**

- Support company programs and initiatives
- Lives up to Company Core Values
- Team player in a collaborative setting
- Self-motivated

To apply, please click here:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=215c6908-3830-45be-8209-56a55ae75900&jobId=264175&lang=en\\_US&source=CC3&cclid=19000101\\_000001](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=215c6908-3830-45be-8209-56a55ae75900&jobId=264175&lang=en_US&source=CC3&cclid=19000101_000001)

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