

## WAREHOUSE COORDINATOR\*

### **Function of Job:**

Under general supervision of designated supervisor, coordinate all warehouse operations, including such areas as receiving, warehousing, shipping, material distribution, pickup and delivery services, inventory and reports.

### **Characteristic Duties and Responsibilities:**

1. Provide pickup and deliveries services and act as liaison with UPS, common carriers and campus departments receiving freight.
2. Receive, inspect, and separate incoming freight, and retain stock for central warehouse or stockroom as needed.
3. Develop delivery routing schedules and monitor work standards to ensure prompt and efficient delivery of material and services to proper campus locations; perform delivery services as needed; coordinate delivery, receiving, and storage with campus departments.
4. Maintain accurate receiving/delivery records and logs and prepare reports, including recording important stock transactions with all relevant data.
5. Maintain locator system for warehouse items; mark articles with identifier for locator system.
6. Organize and clean warehouse, loading dock and assigned vehicles.
7. Make recommendations for effective use of space and resources.
8. Operate and maintain fork lifts and pallet jacks.
9. Assist with special events, moving, and recycling as required.
10. Hire train and supervise staff as assigned.
11. Maintain safety regulations and awareness in moving materials and handling hazardous materials.
12. Perform other related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. High school graduation or equivalent and three years related experience.
2. Computer skills as required by department.
3. Sufficient strength and physical dexterity to perform the duties and responsibilities of this job, including heavy work.
4. Ability to wear and use appropriate personal protective equipment, as necessary.
5. Valid commercial motor vehicle operator's license.

### **Additional Desirable Qualifications:**

1. Related work experience in a college/university environment.

3/10/04  
System Approval

2/23/04  
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

---

\* Revised - original approved 7/16/75 as "Lead Warehouse Worker" and revised 7/27/80, 7/29/83, and 4/24/90 as Warehouse Coordinator