



Warehouse and Logistics Specialist Job Description

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HR300

Prepared By: LDP Approved By: LDP

Date: 8/2/2022

Title: Warehouse Logistics Specialist

Purpose: To aid with all logistic responsibilities of the warehouse that consist of production, shipping and receiving, scheduling, and organization.

Requirements:

- Pleasant demeanor
- Excellent oral and written communication skills
- Excellent computer skills/knowledge
- Experience/proficiency with data entry
- Ability to manage multiple tasks/competing priorities
- Ability to work on a team
- Experience/proficiency with Microsoft Office platforms (e.g., Word, Excel, Outlook, etc.)
- High School degree or equivalent (Associate's degree or higher preferred)
- Previous customer service experience preferred
- Forklift experience
- Ability to stand for 80% of the day

Responsibilities:

- Assist with the scheduling of production and deliveries
- Interacts with customers, field representatives, and office personnel to meet their needs
- Prepare documents for the Delivery Specialists, Production and Shipping and Receiving teams
- Assist the Shipping and Receiving team
- Provide back-up support for all Production and Warehouse duties
- Provide administrative support (e.g., filing, scanning, copying, data entry, etc.)
- Adhere to all safety policies and applicable Standard Operating Procedures (SOPs)
- Other duties as requested

Work shift is 8 hours (7:45 a.m. to 4:45 p.m.), Monday through Friday, with one hour for lunch. Overtime may be required at times due to special circumstances.