



**Job Title:** Warehouse Coordinator  
**Division:** CESI Manufacturing  
**Location:** Canonsburg, PA  
**Reports to:** Facility Manager  
**FLSA Classification:** Non-Exempt

## **JOB DESCRIPTION**

### **Summary/Objective**

In this position the Warehouse Coordinator is primarily responsible for overseeing the daily operations within the warehouse including administrative and scheduling support to the customer service and logistics departments.

### **Essential Functions**

- Receive and transact all incoming material in MRP system.
- Reconcile material packing slips, purchase orders and part counts.
- Deliver material to point of use locations same day.
- Coordinate with Purchasing and Accounts Payable to resolve receiving problems.
- Print daily summary reports, reconcile each receipt traveler/packing list set, originals to accounting and file copies.
- Perform physical and administrative tasks involved in the shipping, receiving, storing and distributing of materials, parts, supplies and equipment.
- Lift heavy items and operate material handling equipment safely and efficiently.
- Directly responsible for final pack out of all outgoing goods.
- Prepare accurate bills of lading and communicate with carriers to ensure prompt pick-up and delivery of shipments.
- Schedule incoming and departing shipments to ensure warehouse traffic runs effortlessly.
- Track and update in-transit orders.
- Examine stock and distribute materials in inventory.
- Monitor inventory levels of all shipping and packaging supplies.
- Performs stockroom duties to include: inventory counts, stock rotation, cycle counts, and other functions according to customer requirements.
- Perform 'first count' cycle counts as generated daily for items in finished goods locations and in WC overflow area.
- Listens to customer concerns, effectively diffuses dissatisfaction and promptly responds with a resolution to meet customer requirements while adhering to Flotek's requirements.
- Prepare work area daily to maximize safe and efficient operation.
- Establish and build relationships with all other intercompany departments.

### **Supervisory Responsibility**

This position has no supervisory responsibility.

### **Work Environment**

This position operated indoors and outdoors with exposure to various weather conditions.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel; reach with hands and arms; and talk or hear. The employee is regularly required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move objects up to 50 pounds and occasionally lift and/or move objects that weigh more than 100 pounds.

*Last Modified: 11/13/2017*



### **Position Type/Expected Hours of Work**

This is a full-time position with core business hours of 8:00AM to 5:00PM Monday through Friday with rotating week ends on-call.

### **Travel**

This position requires less than 10% travel.

### **Required Education and Experience**

- High school diploma or equivalent
- Two to four years' experience in a material handling position.
- Ability to understand BOMs and experience with an MRP system, JDE experience is preferred.
- Solid basic computer skills and proficiency with Microsoft Office, Microsoft Excel, and Outlook
- Must be organized and manage multiple activities simultaneously.
- Detail oriented person with emphasis on accuracy and diligence.
- Excellent communication skills, self-motivator and a team player
- Forklift experience preferred.

### **Other Duties**

This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of the employee for this job. Duties and responsibilities may change at any time

### **We offer a competitive salary and benefit package that includes:**

- +Medical Insurance
- +Dental Insurance
- +Vision Insurance
- +Flexible Spending Accounts: Medical and Dependent Care
- +Basic Life and Accidental Death and Dismemberment Insurance
- +Voluntary Life Insurance
- +Short-Term Disability
- +Long-Term Disability
- +Employee Stock Purchase Plan
- +Retirement Benefits: 401(K) and ROTH Savings Plans
- +Employee Assistance Program

**Contact:** Interested applicants should send resume to: [resumes@flotekind.com](mailto:resumes@flotekind.com); include **“Warehouse Coordinator”** in the title of the email.

### **EEO Statement**

*Flotek Industries is an equal employment opportunity employer. Qualified applicants are considered without regard to race, color, religion, sex, sexual orientation, gender (including gender identity and/or expression), pregnancy, national or ethnic origin, age, disability, veteran status or any other characteristics protected by applicable local, state or federal laws.*