



WAREHOUSE COORDINATOR

Hamilton Associates, a diverse, growth-oriented, Lean-driven, ISO-Certified manufacturing company is currently seeking an experienced **Warehouse Coordinator** to join our team. For additional information about our Company and each of our divisions and our product lines, please visit our websites at www.hamiltonassoc.com, www.elscoguides.com, www.atitest.com, and www.dirtkiller.com.

Elevator Safety Company (ELSCO), a division of Hamilton Associates, Inc., is the leading designer and manufacturer of roller guides and swivel sliding guide shoes used by elevator manufacturers and building contractors worldwide. As a result of our 60+ years of success and continuing growth within our industry, ELSCO is recognized as a leader in providing superior, consistent and responsive customer service. To further solidify and strengthen this part of ELSCO's brand promise, the Company is building an organizational culture of teamwork, engagement, learning, and continuous improvement/innovation.

POSITION OVERVIEW

As our **Warehouse Coordinator**, this individual will report to our Production Manager and will have overall responsibility for receiving incoming deliveries and warehouse organization. Works with the Traffic Coordinator to ensure the proper and efficient flow of incoming materials and outgoing finished goods. Responsibilities include, but are not limited to:

- Receive incoming materials by unloading and opening packages, verifying contents, and entering materials into the inventory system. Move and store all incoming materials in inventory.
- Update Inventory in Visual.
- Load and unload trucks.
- Replenish Factory Inventory with Warehouse Inventory as needed.
- Accept incoming and manage outgoing deliveries and storage of product in warehouse.
- Provide direction to available personnel in completing variety of material handling duties.
- Coordinate and maintain accurate bin locations records.
- Maintain a safe and orderly warehouse.
- Safely operate forklift, reach truck, and hand truck/pallet jack and maintain in good working condition.
- Accept and disposition all returns per our RMA Process.
- Provide back-up assistance to the Traffic Coordinator in the scheduling of carriers, preparation of Bills of Lading and data entry of UPS and FedEx shipping information.
- Package outgoing finished products for shipment, as needed.
- Make pick up and deliveries at vendors when necessary.
- Respond to customers and vendors in a professional, courteous manner.
- Perform other duties as assigned.

JOB QUALIFICATIONS & REQUIREMENTS

Minimum Background and Skills Required:

- H.S. Diploma or equivalent
- 3 years related warehouse experience
- 1 year forklift operating experience
- Ability to work independently in an environment with changing priorities
- Excellent organizational and time management skills
- Experience utilizing hand trucks and pallet jacks
- Ability to lift and carry up to 65 lbs. on a regular basis
- Intermediate MS Office (Outlook, Word & Excel)
- Basic math and data entry skills
- Clean driving record

Additional Background and Skills Preferred:

- Certification as Forklift & Reach Truck Operator

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Frequent Standing
- Frequent Lifting
- Walking
- Speaking
- Hearing
- Visual Acuity

COMPENSATION & BENEFITS

We offer an attractive compensation package in addition to a comprehensive benefits program including health insurance, 401(k) plan with matching and profit sharing, generous paid time off (PTO) policy, life & disability coverage, plus much more!

CONTACT US

If you are a driven, results-oriented individual seeking an opportunity to play a key role in the continuing growth of a reputable organization, please forward your resume, in WORD or PDF format, along with your salary history/requirements, to us for immediate consideration.

E-Mail Address: Elsco.resumes@hamiltonassoc.com

ELEVATOR SAFETY COMPANY (ELSCO)

A Division of Hamilton Associates, Inc.

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Hamilton Associates, Inc. is an Equal Employment Opportunity (EEO) employer.

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.