

Apply for Warehouse Project Coordinator

Do you want a role where you get to move around for a good part of the day, and also put your administrative customer service skills to use? Then look no further. We have the role for you!

Under general supervision of the Distribution Center Manager, manage the Decorations and Distribution Center (DDC). The Kitting Coordinator will act as the primary customer service contact for the Kitting area.

Responsibilities include but are not limited to:

- Quote kitting projects for sales reps and program managers
- Follow up on outstanding quote requests
- Coordinate with Kitting Manager to maintain workflow schedule
- Match kitting purchase orders to quotes and verify pricing
- Physically open, sort, count, and verify proper branding of inbound kitting stock and match to projects
- Order supplies for kitting projects when goods are scheduled to arrive
- Track and communicate with sales reps/program managers on returns and re-shipments
- Upload and print shipping labels using appropriate software
- Pull tracking for projects and send to Kitting Manager/reps
- Close completed kitting POs and bill projects on completion
- Coordinate with reps/Program Managers on leftover inventory

Requirements

- Ability to lift to 50 lbs. and stand or walk extended periods
- Ability to work flexible hours as projects dictate
- Working knowledge of personal computer software, specifically with word processing, spreadsheet, and email programs
- Two years of related experience
- Strong interpersonal skills and proficiency in Excel
- Familiarity with inventory tracking, work scheduling, and billing preferred

Full-Time Regular - 40 hours - M-F

(Geiger is an Equal Opportunity / Affirmative Action Employer.)