

Job Title

Expedition / Warehouse Coordinator

Job Summary

Apex International, the world's largest Anilox manufacturer, has a new and exciting position within its production facility in Donora, PA. We are a growing company with many exciting opportunities. This position is eligible for a performance review and wage increase after the first 90 days and 180 days and will be reviewed annually thereafter.

The position in the Expedition department is one of the most critical parts of our production process. At Apex, we pride ourselves on delivering high-quality products to our customers every single time. To ensure this process, the production team must possess certain qualifications, skills, and attitude. The position is a full time, daylight shift.

Essential Functions/Key Responsibilities:

- Receive materials and goods in as they arrive to the facility and input into company ERP system
- Inspect all incoming materials and goods to verify quantity and to check for damage
- Move products throughout production facility and warehouse utilizing overhead cranes and fork lifts
- Responsible for maintaining accurate reporting of all inventoried incoming and outgoing goods and products
- Create and apply all shipping documentation of outgoing products, both domestically and internationally
- Requires a general understanding and comfort with use of MS Office and Windows OS.
- Must be able to maintain a safe and orderly warehouse and working environment.

Qualifications:

- Ability to work independently and as part of a team
- Keen attention to detail
- Ability to lift a minimum of 50lbs regularly and heavier weight on occasion
- Must be able to multi-task and maintain a neat and organized environment
- Must be energetic and capable of working at a fast pace

Job Type: Full-time