

Overview

EXPEDITION / WAREHOUSE COORDINATOR

DESCRIPTION

Apex International, the world's largest Anilox manufacturer, currently has an open position of Expedition/Warehouse Coordinator within its production facility in Donora, PA. At Apex, we pride ourselves on delivering high-quality products to our customers every single time. This position is one of the most critical parts in keeping our production process flowing smoothly, which is key in ensuring customer satisfaction.

TYPE: FULL TIME

LOCATION: DONORA

SCHEDULE: MONDAY-FRIDAY

SHIFT: DAYLIGHT

ESSENTIAL FUNCTIONS/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 through the production facility/warehouse with overhead cranes and forklifts.
- 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.

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PREFERRED QUALIFICATIONS:

- Ability to work independently and as part of a team.
- Ability to lift a minimum of 50lbs regularly and over 50lbs on occasion.
- Must be able to multi-task and stay focused in a fast-paced environment.
- Must be able to maintain a neat and organized workspace.
- Experience with operating a forklift and overhead crane is a plus.

BENEFITS AT APEX NORTH AMERICA:

- Paid lunch break
- Eligible for wage increases after your first 90 days and 180 days of employment
- Yearly performance reviews with a potential wage increase
- Paid Time Off
- Employer paid Health Insurance
- Medical Deductible Reimbursement
- Dental & Vision Insurance
- Access to 401(k), Flexible Spending Account and Supplemental Benefits
- Overtime is available.