

Job Title:	Shipping/Warehouse/Inventory Coordinator
Position Type :	Full Time
Job Description	
<p>Reports to: Production Manager</p> <p>Job Purpose: Prepare daily shipments for on-time delivery, operate all warehouse equipment safely to load and unload trucks & maintain a clean and orderly warehouse, including Vendor Managed Inventory (VMI) and raw materials inventory, and maintain strong, up to date tracking system.</p> <p>Why join Steinhauser? It is an exciting time to work at Steinhauser, as we are accelerating our growth within the pressure sensitive label and shrink sleeve markets. As a rapidly growing mid-size print converter, as well as a 100% woman-owned business, we thrive on the dynamic of diversity and agility. We put people first - from our customers, to our employees, to our suppliers - because we know that happy people deliver results. From large CPG corporations to craft breweries, we service many dynamic markets with brilliant people enhancing our world with their consumer goods. It is our job to make sure these products have flawless shelf presence with our labels. We seek employees with different backgrounds, skill sets and perspectives, because this type of diversity is what helps transform a business from good to great.</p> <p>Candidate Traits</p> <p>Forward Thinking: Brings forth improvements – offers solutions when encountering problems. Must be a proactive self-starter with a positive attitude.</p> <p>Accountable and Performance Driven: Takes ownership and pride in duties and is goal oriented. Sees mistakes as a learning opportunity. Develops a thorough understanding of the flow of materials through the warehouse area and how this impacts both the customer and Steinhauser.</p> <p>Agility: Thrives under a mentoring environment. Experiments and adapts. Must be comfortable training on and mastering our inventory management software to ensure inventory accuracy.</p> <p>Empowered: Desires to learn and grow within the company. Unafraid to challenge the status quo when improvement is needed.</p> <p>Duties:</p> <ol style="list-style-type: none"> 1.) Ensure the shipping/receiving & warehouse area is a safe working environment and all necessary precautions are taken throughout a shift. 2.) Responsible for reviewing all information on the pick ticket and preparing shipments correctly. Fill out all pick paperwork accurately & have checked by appropriate Project Manager. 3.) Develop relationships and negotiate rates with shipping companies. 4.) Prepare daily UPS/FedEx shipments for all employees with these shipping needs. 5.) Responsible for the loading & unloading of incoming and outgoing trucks. Ensures paperwork is received / prepared, filed or forward in line with company SOP's. 6.) Maintain accurate VMI. <ol style="list-style-type: none"> a. Determine best location to place a job in warehouse for VMI. b. Maintain log of jobs put into VMI and what is taken out to fill picks. c. Responsible for insuring inventory count is current & accurate. Perform and records weekly cycle counts. 7.) Maintain accurate raw material inventory. This includes but is not limited to substrates, inks, cores and cartons. 8.) Responsible for all preventative maintenance such as lubrication, cleaning and charging warehouse motorized equipment. Maintains PM Logs for equipment. 9.) Make local van deliveries as needed. 	

10.) Maintain a clean working environment. (Sweep & mop all warehouse areas, keep tables straightened, remove trash from warehouse cans at the end of each shift, etc.)

11.) Performs any other duties, including work in any other area of the company, as directed by supervisor or any member of management team.

Physical Requirements: *Must be able to perform the essential functions of this position with or without reasonable accommodations.*

1. Standing: Remaining on one's feet in an upright position without moving about - frequently
2. Walking: Moving about on foot - frequently
3. Sitting: Remaining in the seated position - seldom
4. Lifting/Carrying: Raising/lowering an object from one level to another up to 50 lbs. - frequently
5. Pushing/Pulling: Exerting force upon an object moves away or toward the force - frequently
6. Reaching: Extending hand(s) and arm(s) in any direction - sometimes
7. Talking: Expressing or exchanging ideas by means of the spoken word or impart oral information to clients - frequently
8. Hearing: Perceiving the nature of sounds by ear – frequently
9. Vision: Clarity of vision from 20 inches to 20 feet or more - frequently
10. Driving: Must be able to drive, and have current driver's license with clean driving record for past 5 years - sometimes
11. Environmental Conditions: Work is generally performed outdoors in varying temperatures and weather conditions that may be extreme - frequently
12. Work Related Tools: Being able to fully utilize hand and power tools and operate motor vehicles -frequently
13. Stamina requirements – may be required to work weekend and holidays, up to 50 hours per week - sometimes

Preferred Qualifications and Skills:

A minimum requirement of high school diploma or general education degree (GED); A technical related Bachelor's Degree or equivalent experience preferred. Possess a TEAMWORK attitude; ability to translate written instruction into proper press setup; attention to detail; high expectations for quality; thorough understanding of the print process; above-average productivity with minimal scrap.

Note: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the Company.

All employees are responsible for knowing and adhering to company rules, policies and guidelines as outlined in the Steinhauser Employee Manual. These include general employment rules and policies as well as information and policies related to conduct, safety and benefits.