



EMPLOYEE NAME: _____

Revised: 7/85; 3/93; 11/94; 5/95; 10/96; 2/97; 1/98; 8/99;
5/04; 11/06, 10/12, 4/17; 6/18

JOB DESCRIPTION

POSITION TITLE: Warehouse Coordinator	JOB CODE: 466C
DIVISION: Operational Support	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Business Services	WORK DAYS: 238
REPORTS TO: Assistant Director, Warehouse Operations/Records Management	PAY GRADE: Rank G (NK07)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Coordinates and supports all warehouse activities including the receipt, pick up and distribution of District property, inter-district mail, records, testing materials, textbooks, disposal of surplus property and other warehouse activities to support the School District.	

REQUIREMENTS:

1.	Educational Level: Bachelor’s degree or the equivalency preferred (2 years of experience = 1 year of college). A combination of experience and education may be used to meet the degree requirement.
2.	Certification/License Required: Valid Georgia Drivers License
3.	Experience: Two or more years of warehouse-related experience
4.	Physical Activities: Routine physical activities to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; organization, planning, analytical, and working knowledge of MS Office suite, AMS/CGI and Warehouse systems

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Reviews daily schedules; identifies critical issues; provides supervisory support as needed.
3.	Coordinates the receipt and delivery of inter-district mail, furniture, equipment, records, testing materials, and textbooks in support of the needs of the District.
4.	Maintains the inventory of all items inventoried and stored and ensures proper inventory levels are maintained utilizing various systems; creates reports as required.
5.	Communicates with internal and external customers on Warehouse related issues via phone, mail, email, fax, and in person in a professional manner.
6.	Coordinates the pick-up, web posting/advertising, reporting, preparation and sale of District surplus property.
7.	Coordinates with third party vendors for various services as-needed, including processing orders and payment.
8.	Assists in coordinating the physical layout and storage of all property in an efficient and productive manner to maintain cleanliness.
9.	Works with Technology and end-users to maintain and develop enhancements to electronic systems.
10.	Coordinates the maintenance of warehouse equipment used to support the needs of the District.
11.	Assists the Assistant Director with preparing the annual budget and reporting/analysis; work with SPLOST Division to assist in managing and planning for District growth and replacement needs and other projects.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____