Distribution Center Coordinator

**JOB PURPOSE:**

Provides daily oversight for a distribution center, materials management center, warehouse, shipping/receiving or other similar operation.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Oversees and participates in the day to day activities of facility operations.

Ensures materials are received, stored, shipped and distributed in accordance with established procedures. Schedules work, organizes daily activities and leads workers in the receipt and distribution of materials. Hires, trains, supervises and evaluates hourly and student employees. May be responsible for the monitoring and allocation of hourly labor budget.

Receives incoming shipments; sorts and prepares items accordingly for storage or distribution. Recognizes items and materials that require special handling or storage requirements and treats with appropriate care.

May contribute to process improvements and may monitor facility condition and building systems. Enters data into computerized inventory system and produces routine reports. Communicates with customers and respond to requests. May operate fork lift to shelve and pick orders of requested materials. Loads materials onto University vehicle to make deliveries and pickups at designated locations.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Working knowledge of computer and software applications (Microsoft Office).

Ability to lead, plan and organize the work of other employees.

Ability to work in safe and efficient manner.

Ability to communicate effectively both verbally and in writing.

Ability to work in safe and efficient manner.

**MINIMUM REQUIREMENTS:**

**Education:** High school diploma or GED.

**Experience:** Three years inventory control, storeroom or warehouse experience; including one year experience leading other workers.

**Certifications/Licenses:** Valid driver’s license and ability to be insured by Indiana University.
May require ability to obtain fork lift operator certification.

PHYSICAL REQUIREMENTS:

Sitting, standing, walking, climbing/ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 70 lbs multiple times per shift, fingering, talking, hearing, and seeing. Requires a high level of concentration and significant visual strain due to data entry and analysis.

WORKING CONDITIONS:

Spends most time indoors with long periods of standing or walking.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.