

# Hemisphere GNSS

**Job Title:** Warehouse Coordinator  
**Location:** Scottsdale, AZ  
**Department:** Operations, Quality & Professional Services

**Full-Time**       **Part-Time** /       **Exempt**       **Non-Exempt**

## **Summary**

Support the receiving and shipment of goods, produced by suppliers & contractors, to be used in or to aid in the production/storage of goods destined for sale to customers.

## **Essential Duties and Responsibilities**

- Pick, prepare and verify parts being shipped against HGNSS outbound order and/or other forms of documents such as Material Requisitions.
- Ensure that all shipments are packaged securely and prepared according to the customer's request.
- Print shipping paperwork, close jobs, and complete transactions in ERP
- Make-arrangements for pick-up by the carrier specified on the purchase order, which is conveyed to the shipping clerk.
- Report Non-conformance materials or questionable conditions to the department supervisor for all outbound and inbound shipments.
- Ensure adequate amount of packaging materials to facilitate sales; inform packing lead of potential material shortage.
- Maintain cleanliness in general work area and equipment in orderly condition. Observe prescribed safety regulations
- Verify parts being received against packing slips. If there is visible damage, either refuse or document on inbound paperwork that there is "possible damage."
- Notify and/or delivery of incoming product to internal associates.
- Complete daily Receiving entries in ERP system and shelf materials into adequate stock location.
- File order/shipping/receiving paperwork.
- Perform cycle count as required. Monitor inventory by completing counts as required.
- Control warehouse inventory by coordinating movement of product from warehouse to configuration and/or to shipping.
- Assemble components to individual kits aka kitting.
- Schedule international shipments including generating paperwork.

## **Supervisory Responsibilities**

This position will not supervise direct reports.

## **Education and/or Work Experience Requirements**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education and/or Experience**

- High School Diploma
- At least one year in manufacturing environment

**Practical/Technical Skills**

- Excellent knowledge of warehouse stock shelf related transactions and local safety regulations

**Computer Skills**

- Knowledge of common computer operation (MS Office Suite – Word, Excel, PowerPoint, and Outlook)
- Experience with ERP systems Syteline preferred

**Language Skills**

- Above average verbal and written English communication skills are required in this position including above average ability to read and comprehend instructions, correspondence, and memos
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents and to respond to common inquiries or complaints from customers or regulatory agencies
- Ability to effectively present information to customers, clients, management, board of directors and other employees of the Company in small group situations, public groups, and/or one on one

**Reasoning Ability**

- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

**Other Skills and Abilities**

- Teamwork and positive attitude are key for the success of this position.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external stake-holders.
- Excellent attention to detail.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard operating procedures.
- Ability to work with minimal supervision. Respect and follow chain of command.
- Ability to handle high level of confidentiality regarding product information.
- Capable of planning, time management, communication, dependability, decision-making and organizational skills.

**Physical Requirements****Computer/Office**

- Will constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Must be able to talk, listen and speak English clearly on telephone.
- Will occasionally move about inside the office to access file cabinets, office machinery, etc.

**Physical**

- Must be able to remain in a stationary position most of the time.
- Will operate warehouse equipment such as a pallet jack, tape gun, hammer, screwdriver, and ladders.
- Required to stand or sit in one location much of the time
- Lifting or carrying of light material and occasional lifting of up to or NO more than 50lbs.
- Must be able to walk, stand for long periods of time and walk up and down ladders.
- The person in this position frequently communicates with coworkers regarding technical information and must be able to exchange accurate information in these situations.
- Must be able to travel by car.

**Sensory**

- Must be able to concentrate on details and specifications.

**Environmental Conditions**

- Work primarily in climate-controlled office environment.

**Mental**

- Moderate mental stress can be experienced by noticeable pressure from deadlines, accuracy, and simultaneous priorities.
- Work may be repetitious.