



**DATE ISSUED:** 06/07  
**FLSA:** Non-Exempt  
**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Warehouse Coordinator

### **JOB SUMMARY**

Performs complex tasks to assure efficient and effective warehousing and clerical associate work utilizing knowledge of inventory and property control procedures. Performs work relating to the shipment, receipt, and delivery of property, supplies, chemicals, and materials necessary to sustain University operations. Schedules routine move orders, retrieves mover orders from web site and assists with duties and responsibilities associated with the annual inventory and control of property. Work is performed under general supervision with room for individual input and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Assistant Director, Resource Planning and Assets and Coordinator, Property Control as required

*Supervises:* Movers and warehouse personnel

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

Schedules move orders and direct day-to-day oversight of movers.

Receives and signs for incoming shipments; checking the bill of lading against the packing list to ensure proper control.

Assists with property control records, procedures, etc.

Verifies and/or tracks identifying numbers through the use of the University online financial system.

Tags property for identification, inventory and control and assists with tracking and surplus of the same.

Operates a fork lift, pallet jack, and delivery truck.

Reports damaged items or shortages to the Assistant Director of Resource Planning & Assets.

Ensures the delivery of equipment and materials to appropriate departments.

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Services vending machines by stocking, cleaning, repairing/maintaining, and collecting money for deposit.  
Pulls vending items from stock as necessary.  
Transports U.S. Mail, money, supplies, etc. to and from campus distribution sites and to the Denton Post Office.  
Transports vending bank deposits to the appropriate bank.  
Conducts physical inventory of property with other team members to assure compliance with state guidelines.  
Prepares surplus inventory for sales.  
Observes prescribed work and safety rules and maintains a clean work environment.  
Prepares materials and related records for United Parcel Service shipment.  
Assists in moving furniture and heavy equipment.  
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ADDITIONAL DUTIES***

Performs other duties as requested.

### ***EDUCATION***

High school diploma or equivalent required.

### ***EXPERIENCE***

One year of general warehouse and/or job related work experience. Some office/records experience preferred.

### ***REQUIREMENTS***

Valid Texas driver's license and a safe driving record such as required to attain Driver's Authorization through the university.

### ***KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:***

Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

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Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to use a personal computer and other office equipment.

Ability to respond to emergency situations in a timely manner.

### ***PHYSICAL DEMANDS***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; stoop; kneel; squat; twist the body; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move 25 pounds.

### ***WORK ENVIRONMENT***

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors/outdoors. The noise level in the work environment is moderate to loud. May move heavy equipment and boxes.

### ***SAFETY***

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***