MORRISON
CONTAINER HANDLING SOLUTIONS
www.morrison-chs.com

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JOB POST –STOCKROOM COORDINATOR

Morrison Container Handling Solutions in Glenwood, Illinois is the industry leader in the innovative design and manufacture of timing screws, change parts, custom container handling products, assemblies and machines for the packaging industry.

We are a well-established, family-run company with a record of success in solving the most complex container handling problems for national and international companies, always with Morrison's support-built-in culture. Morrison offers a competitive salary and benefits package, including health, life and disability insurance, as well as 401(k) and tuition reimbursement.

We are currently seeking a STOCKROOM COORDINATOR to join our production team. Interested candidates should email resume to: employment@morrison-chs.com.

KEY RESPONSIBILITIES

- Receive and document all incoming shipments from UPS, FedEx, Freight, etc., and deliver to the appropriate person or department
- Ship Morrison-manufactured products with keen attention to detail, including, correct packing list, accurate contents and all necessary information properly reflected in packing lists
- Maintain shipping supply inventory and order supplies as needed
- Maintain sufficient daily inventories and conduct monthly inventory of M-parts and MFGs; using pink and green Stock Out cards, order parts as needed
- Using manufacture ship dates on Bills of Materials, Parts Orders and MFG lists, pull parts for Change Parts, Custom Drive Assemblies and Parts Orders and deliver to appropriate departments
- Read and respond to emails pertaining to job functions
- Perform daily maintenance of work area, including organizing storage system, charging pallet jack, sweeping and more

QUALIFICATIONS

- Attitude: Strong desire to succeed as part of a team; interest in contributing to a positive company culture; willingness to persist until the job is done right for the customer and embrace the Morrison "Support Built In" philosophy
- Attention to Detail: Shipping and receiving operations require constant management of minute details; small errors can be extremely costly, both in money and time, and across multiple departments
- Organization: Strong ability to plan, prioritize and multi-task; the Stockroom Coordinator will juggle multiple tasks and work areas simultaneously, and meticulous organization is essential
- Computer Skills: Ability to navigate and use a desktop computer, including internet browsers, email, E2 database, word processing and spreadsheets
- Math Skills: Knowledge of basic arithmetic
- Mechanical Skills: Knowledge of machines and tools, including their designs, uses, repair and maintenance
- Stamina: Stockroom coordinators often work long hours doing manual work