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Position: Order Coordinator

Reports to: Logistics Manager

Summary

The Order Coordinator is responsible for administrative support to the Logistics Manager by coordinating shipments and pick-ups and keeping accurate records. Duties include shipment management and return documentation.

Duties and Responsibilities

- Responsible for paperwork such as bills of lading and shipping orders for all transactions and communicates requirements to appropriate warehouse departments.
- Record shipment data and maintain all data records relative to shipping and receiving activities.
- Perform inventory adjustments and troubleshoot issues as they arise.
- Verify product and count to ensure accuracy of data entered in computer.
- Generate and compare information to verify accuracy of product to be shipped with request.
- Communicate with vendors to ensure delivery and receipt of product
- Coordinate with warehouse departments to ensure timely and accurate preparation of shipping and receiving documents.
- Receiving and dispatching orders for products or deliveries
- Establish and maintain effective work relationships within the department.
- Proactively problem solve and communicate with appropriate departments when product or customer service issues arise
- Manage relationships with customers, shipping, vendors, and others to help resolve shipping issues
- May require some overtime

Knowledge, Skills and Abilities

- Strong attention to detail, stays organized and ability to problem solve
- Proficient computer skills
- Good verbal communication skills
- Ability to function and excel in a fast paced environment

Qualifications:

- Minimum 1+ year traffic clerk experience, preferably in industrial supply
- High School diploma or GED required
- Must be able to read, write and speak English. Bilingual (Spanish) is a plus