



22806 Northwest Lake Drive
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Position: Warehouse Office Admin/MTR Reports to: Logistics Manager

Position Summary

The Warehouse Office Admin supports the Warehouse Office Team by performing a wide range of clerical, administrative and certain warehouse functions.

Duties and Responsibilities

- Verifies data from various sources to maintain department records.
- Records incoming orders for tracking purposes.
- Obtain MTR's for all valves included in shipment and resolves discrepancies.
- Communicates with customers regarding MTR's.
- Sends modification documents to customers, as required.
- Completes, sorts, and files department paperwork.
- May distribute mail to department associates.
- May verify or perform more difficult computations.
- Performs customer service functions by answering employee requests and questions
- Makes photocopies, faxes documents and performs other clerical functions.
- Some overtime will be required
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of administrative and clerical procedures
- Strong computer skills, including in Microsoft Office
- Ability to multi-task and problem solve
- Ability to work in a fast-paced environment
- Ability to work in a team environment
- Previous document control knowledge a plus

Education and Qualifications

- High School Diploma or equivalent required
- Previous office or warehouse experience preferred