



50 32<sup>nd</sup> Street  
Pittsburgh, PA 15201  
Phone: 412-391-9570  
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**Position: Warehouse Office Administrator**

**Reports to: Branch Manager**

**Summary:** The Warehouse Office Administrator will perform a variety of clerical and administrative activities to support our staff. The main focus areas are Shipments, Purchase Orders and Inventory.

### **Duties and Responsibilities**

#### **Shipments**

- Pick ticket and record pick tickets
- Walks to the warehouse to process UPS shipments (estimated 15-20 per day)
- Process all motor freight shipments
- Invoices all orders
- Creates SS tag
- Processes all international orders including transfers
- Schedules the international freight with forwarders
- Process commercial invoices for international shipping.
- Deals with all freight issues
- Main contact to send all transfers and productions orders that are generated by other branches for Zenith stock

#### **Inventory**

- Move bin locations
- Print Put-Away reports for inventory
- Receive inventory into bin locations from Put-Away report
- Allocate inventory to sales orders on backorder
- Receive in RMA's and keep track of all open RMA's for the branch
- Print daily cycle counts for warehouse associates and complete in P21
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#### **Purchase Orders for Stock**

- Review OAs from Velan
- Deals with discrepancy issues on the OA from Velan versus our order
- Receives and distributes status report from Velan

#### **Miscellaneous**

- Reviews and sends all invoices to Houston that are sent to Zenith (deals with discrepancies on this as well)
- Work with Sales Assistant to get tracking information on direct shipments. Turn in tracking to accounts receivable so they can invoice customer.
- Files all shipping paperwork
- Link all shipping paperwork into P21 including pick tickets and production orders
- Purchases drinking water, office supplies and propane for the forklift
- Answer phones
- Maintain neat and organized work station.
- Create and link all MTRs and heat code sheets into the public drive transfer folder

### **Knowledge, Skills and Abilities**

- Energetic, self-starter with ability to adapt to change in a highly dynamic work environment
- Must have great customer service skills and a great phone personality

- Outstanding written and verbal communication, presentation and time management skills
- Microsoft Office proficiency
- Ability to maintain a high level of activity, manage multiple competing priorities, and work effectively in a results-driven culture
- Develop strong product knowledge as well as customer knowledge

**Education and Qualifications**

- High School Diploma
- 2-3 years' experience in a warehouse and/or shipping/receiving role is preferred

***I have received, reviewed and fully understand the job description for the Warehouse Office Administrator. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.***

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name \_\_\_\_\_