

M. G. NEWELL CORPORATION

JOB DESCRIPTION

JOB TITLE: Job Material Coordinator

DEPT: Operations

SUPERVISOR: Operations Lead

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PRIMARY PURPOSE:

The primary purpose of this position is to coordinate project materials and ensure job inventory accuracy. Work with project engineers, engineering coordinators and the warehouse to improve job handling efficiency.

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JOB DUTIES:

- Responsible for inventory integration between jobs and distribution
  - Coordinate incoming job returns
  - Review incoming/outgoing products for damage
  - Disposition returns inventory for job closings
  - Partner with Warehouse to return items to stock when needed
- Organize individual job staging
- Coordinate and reconcile shop inventory
- Partner with Operations for inventory cycle counting and item replenishment
- Responsible for transporting items as needed (possibly between buildings)
- Partner with engineering to audit inbound/outbound job freight
- Prepare items and bill of material for outbound jobs by container and shipment
- Align with engineering coordinators
- Create shipping requests for outbound jobs and returns
- Assist and maintain warehouse organization
- Build crates as needed
- Perform all other duties as assigned

REQUIRED SKILLS, EDUCATION AND REQUIREMENTS:

- Associates Degree required, bachelors preferred
- Valid drivers license and pass drivers health screening
- Operate forklifts to move products within the warehouse
- Safely load and unload products for trucks or containers
- Ability to lift up to 50lbs
- Strong written and verbal communication skills
- High level of attention to detail and organizations skills
- Must be able to leverage technology to drive process improvements

- Proficiency in MS Office applications; (must be intermediate or higher in Excel skills)

M. G. Newell Corporation has been in business for over a century providing sanitary process components and integrated process systems to the food, dairy, citrus, beverage, pharmaceutical and personal care industries. With divisions in Greensboro, North Carolina; Louisville, Kentucky, and Nashville, Tennessee, our services extend to the Mid-West, MidAtlantic, and Southeastern United States.

M.G. Newell is an Equal Opportunity employer and will consider all qualified applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

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