



Materials Coordinator

Job Scope

As a Materials Coordinator, you will assist with safely loading and unloading lighting products either by hand or using a forklift. The position also involves assisting with taking inventory of stock, reporting problems with deliveries from vendors, and performing other duties as assigned.

Responsibilities

- Load and unload material onto delivery trucks and work sites.
Pull and pack product for delivery.
Assist with inventory of existing stock within the warehouse.
Maintain safety and cleanliness of work area.
Ability to bend, reach, lift, and climb.
Must be able to lift 50 lbs of material over the course of a workday.

Requirements

- High School Diploma or General Education Degree
Valid driver's license
Must be able to pass a background screening
Must be able to work in a warehouse environment
Ability to multitask while staying organized
Positive customer service skills
Experience in lighting and in a warehouse is a plus!

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.