



STORLIE FURNITURE GROUP  
5812 WEST 36<sup>th</sup> STREET  
ST. LOUIS PARK MN 55416

## Warehouse Coordinator and Administrator

Storlie Furniture Group is a commercial furniture importer and distributor searching for a Warehouse Coordinator and Administrator. You will be working with our fast paced warehouse operations team at our distribution center in New Hope. Storlie Furniture is searching for a hands on administrator who will increase warehouse efficiency, improve customer satisfaction, be a liaison between our distribution center and corporate office. Your goal will be to help streamline the warehouse process while maintaining a fast moving operation.

### Position Responsibilities

- Forecast and analyze inventory and effectiveness of the supply chain
- Review and proof-read Bill of Lading and packing slips to ensure accurate pull tickets
- Communicate with carriers using the telephone and internet to arrange daily pick-ups of shipments
- Process and transmit paperwork and forms to and from the administrative office
- Notify administrative office when containers arrive for unloading and process required paperwork
- Arrange the return pick up of the container and document the unloading and return process
- Assist dealers and customers with paperwork and loading/unloading calls from the dock
- Receive and process returns, photograph freight damage, and process required paperwork
- Communicate with the administrative on freight quotes, parts requests, and stock checks
- Maintain dealer web portals
- At times assemble and disassemble furniture, package and ship products and parts
- Fill in and support other positions to ensure warehouse is running at full capacity
- Maintain the cleanliness and organization of the immediate work area and warehouse
- Work overtime or Saturdays when required

### Minimum Requirements

- Warehouse and supply chain experience
- High school diploma
- Proficient typing skills (40+ wpm) and experience with Microsoft Office Suite (Outlook, Word, Excel, Power Point).
- Strong phone and verbal communication skills along with active listening.
- Detail oriented, highly organized, multi-tasker with the ability to work in a changing, distracting environment.
- Ability to lift 50 lbs. and follow written and verbal instructions
- Fork lift experience or certification a plus
- Valid driver's license
- Independent self starter who quickly learns new tasks and accomplishes goals under tight deadlines
- Positive, friendly demeanor and ability to work well with others in stressful situations.

### Benefits

Storlie Furniture provides medical and dental coverage, retirement plans, paid holiday and vacation time, and training opportunities.