

JOB DESCRIPTION

Job Title:	Field Coordinator
Location:	Arcadia, CA
Reports to:	Production and Logistics Manager
Type of Position:	Full-time

General Description

The Field Coordinator will be responsible for coordinating all aspects of product coordination of parts throughout the Los Angeles basin. Daily activities will include picking up and delivering barrier components, spare parts, coordinating delivery of the company's products to their customers. The individual will work closely with the Heads of National Operations, Procurement, and Engineering. An enthusiastic approach to all activities is essential.

Job Responsibilities

- Records maintenance skills.
- Ability to understand and follow safety procedures.
- Ability to receive, track, and distribute materials, supplies, and equipment.
- Knowledge of light equipment operation and/or maintenance.
- Ability to read, sort, check, count, and verify numbers.
- Ability to lift and manipulate heavy objects.
- Ability to detect problems and report information to appropriate personnel.
- May operate dolly, pallet jack, and/or forklift in loading and unloading supplies and equipment.
- Follows established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards.
- Performs miscellaneous job-related duties as assigned.

- Physical Demands and Work Environment:
 - Frequent hours of standing, late hours and weekend work occasionally required.
 - Must be able to lift at least 50lbs.
 - Ability to receive, stock, and/or deliver goods.

Essential Duties

- Prepares shipments for postal or commercial conveyance.
- Palletizing, packing, and labeling of outgoing orders.
- Receives and unloads incoming materials and compares information on packing slip with purchase order to verify accuracy of shipment; may process return shipments from customers.
- Sorts, counts, packages, labels, insures, unpacks, and/or logs inventory which is shipped or received.
- Inspects shipments for damages or defects; records discrepancies or damages and notifies Manager and/or purchasing personnel.
- Delivers items to requisitioning departments and obtains authorized signatures for accepted items.