

## **Position Description:**

### **Warehouse & Logistics Coordinator**

CELLTREAT Scientific Products is a supplier of laboratory products for the Life Science industry. Since our founding in 2008 we have focused on our customers and our values to provide a rewarding work environment. Team members who “get it done” are appreciated, recognized, and rewarded. Our continued growth offers you opportunities for professional development and enrichment. See what the Green Team has to offer.

The Warehouse & Logistics Coordinator is tasked with coordinating shipping and receiving functions and other warehouse operations as needed. This is an excellent position for an experienced logistic professional to become a part of the CELLTREAT Green Team. A high degree of physical activity is involved in this role with walking several miles a day throughout the facility.

**Schedule:** Monday to Friday 8:30am to 5:00pm  
Potential for overtime as needs arise

**Salary:** Hourly rate + bonus  
Net \$800 - \$950 per week

#### **Responsibilities Include:**

- Organize and prioritize shipments based on pickup time or ship date scheduled
- Effectively communicate with team to ensure on-time delivery is achieved for all shipments
- Schedule LTL Shipments while ensuring cost effectiveness
- Create and manage BOL's
- Process small parcel shipments using UPS & FEDEX shipping software
- Identify shipping issues and implement solutions in a timely manner
- Follow established departmental policies and procedures
- Drive process improvement and cost reduction activities
- Product repackaging and case relabeling as needed
- Assist with the unloading of container shipments
- Assist with inspection of product received from manufacturing
- Maintain warehouse cleanliness
- Perform other warehouse job-related duties as assigned

#### **Qualifications:**

- A minimum of 2 years of warehouse experience
- Experience in processing domestic & international LTL and small parcel shipments
- Proficient in MS Office (Excel, Word, PowerPoint, Outlook)
- Strong attention to detail
- Ability to work in a fast-paced environment
- Strong organization and communication skills
- Self-motivated

#### **To Apply:**

Submit resume or completed application and letter of interest to Brent Theall ([brentt@celltreat.com](mailto:brentt@celltreat.com))