

Internal Fulfillment Coordinator I Job Description

Summary:

Shipping:

Facilitate the packaging and shipping for key customer

- Shipping- Process refrigerated shipments on the customized system
- SLI Shipping – Pack & process daily shipments.

Inventory:

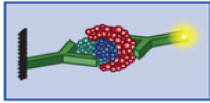
- To cycle count and maintain inventory levels and locations
- To maintain and transact in computer tracking system all inventory movement
- To adhere to and follow all ISO 9001 standards and GMP's and serve as a model for compliance to regulations and standards in all aspects of the job.
- To develop ideas and procedures to work towards continual process improvement.
- To support production and activities of the company in an efficient and timely fashion.
- To pull & process NCMR's as requested.
- Assist with the courier runs as needed.

Essential Duties:

- Shipping- Process refrigerated shipments on the customized system
- SLI Shipping – Pack & process daily shipments.
- SLI Inventory - Complete NCMR's as needed and process accordingly.
- Cycle count all inventory part numbers and ensure accuracy in computer tracking system
- Monitor and maintain inventory transactions and locations. Pull daily orders/ITF and process in the M2M system
- Interact with internal customers regarding job orders, issues and requirements
- Stage and prepare parts for shipment and or departmental movement
- Assist with Courier runs as needed
- Lifting up to 95 pounds
- Regular, reliable and predictable attendance
- Other duties as assigned

Job Specifications:

- Working knowledge of the metric system.
- Attention to detail.
- Self-motivated.
- 3 years general manufacturing
- High school diploma
- Average oral and written communication skills
- General personal computer knowledge



- Valid California driver's license, current proof of insurance and clean driving record
- Intermediate skills in Microsoft Word, Excel and Outlook
- Set and adhere to the highest level of integrity, morals and ethics.
- Sensitivity to customer requirements and align action in accordance with customer needs.
- Stay in close communication with management
- Strong team skills; must be willing to pitch in to get the job done.
- Credibility with peers, senior management, business partners, relevant agencies and customers.
- A bias for action; demonstrates a track record of achievement.
- Excellent strategic thinking.
- A Comfort level with challenging others and having your own ideas challenged.
- The ability to set the highest standards of achievement. The ability to set and adhere to the highest level of integrity, morals and ethics
- A high degree of professionalism with the ability to be a high energy, passionate champion for the company.
- An ability to be a part of closely-knit teams and interacting effectively across disciplines.
- Sensitivity to internal and external customer requirements.
- Ensure alignment with internal customer needs.
- Implement continuous improvement initiatives to ensure maximum productivity.
- Adhere to all GMP and ISO guidelines.
- Any time you are unable to report to work due to illness you must speak directly to the supervisor/manager. If that person is not available then to Human Resources. It is not acceptable to leave voice mails, e-mails or messages with co-workers.

Equal Employment Opportunity (EEO):

SLI is an equal opportunity employer and all employees are responsible for maintaining a discrimination and harassment free environment.