

Warehouse Coordinator

Country Visions Cooperative in Chilton is looking to hire a full time warehouse coordinator to participate in our warehouse operations.

Responsibilities

- Receive and process warehouse stock products (unload, label, store)
- Receive, prepare and complete feed orders for delivery or pickup according to schedule (sort, palletize, wrap, label, load)
- Prepare and complete seed orders for delivery or pickup, according to schedule (sort, palletize, wrap, label, load)
- Loading and unloading trucks
- Invoice feed products that have been delivered or picked up
- Fill propane gas cylinders
- Exchange welding tanks for customers
- Perform inventory controls and keep quality standards high for audits
- Report any discrepancies to management
- Communicate consistently and effectively with supervisors and coworkers
- Ability to work under minimal supervision
- Ability to work independently and in a team environment
- Operate and maintain warehouse vehicles and equipment
- Safely operate a forklift and a front end loader
- Follow quality service standards and comply with procedures, rules and regulations
- Maintain safe and clean work environment by keeping shelves, pallet area, and work stations neat. Keep floors swept. Organize warehouse and work area for orderliness at all times
- Adhere to all safety rules to include wearing proper safety equipment

Requirements

- Proven working experience as a warehouse worker
- Familiarity with warehouse practices and methods
- Excellent organizational and time management skills
- Ability to lift objects up to 70# on a daily basis
- Obtain forklift operating certification (we will train)
- Obtain propane tank filling certification (we will train)
- Commercial driver's license preferred

Benefits

- Paid time off
- Floating Holidays
- Paid Holidays
- 401K
- Health Insurance
- Dental and Vision
- FSA and HSA
- Company paid Life Insurance, STD and LTD

To Apply

- Download an application from our website or pick up an application at any of our Country Visions Cooperative locations. Email your application to Rhonda Schoenick at rschoenick@cvcoop.com, drop off your application with resume to our Country Visions Chilton location or mail to Country Visions Cooperative, Chilton Agronomy W2468 County Road E, Chilton, WI 53014. Apply by Friday, 1/19/18.