



Fulfillment and Warehouse Coordinator (H&K Manufacturing)

The companies of H&K Manufacturing are seeking a full time (40 hrs/week) Coordinator to execute fulfillment of daily orders and oversee warehouse operations. This position, based in our downtown Des Moines HQ, offers compensation consisting of \$16.50 an hour plus annual bonus and a competitive insurance package and PTO. This position offers a unique opportunity to contribute to the growth and evolution of a successful global company at its early stages in the U.S., with compensation, performance measures and advancement opportunities designed to reward a long-term commitment to our company.

Position reports to Assistant General Manager

Supervisory Responsibility: None

Essential Job Functions:

E-commerce Order Fulfillment and LTL Shipment Preparation (60%)

- Process (pick, pack and ship) all company online e-commerce orders through ShipStation and load to the delivery trucks
- Receive and process warehouse stock products (pick, unload, label, store)
- Keep a clean and safe working environment and optimize space utilization
- Prepare pallets for LTL shipment reviewing any discrepancies of weight and dimensions
- Communicate and cooperate with supervisor and coworkers
- Follow quality service standards and comply with procedures, rules and regulations
- Properly handle the product while moving it from one location to another
- Performs general housekeeping, maintenance, and organization of the dock and inventory areas
- Perform additional duties and functions as required
- Handle and document daily returns

Warehouse and Inventory Maintenance (30%)

- Under guidance from the Assistant General Manager, oversee integrity of warehouse inventory and maintain company database.
- Perform inventory controls and keep quality standards high for audits
- Complete daily logs into inventory and report any discrepancies
- Coordinate and schedule the movement of products throughout the warehouse
- Confirm availability of items to be shipped by verifying inventory records or conducting inventories of required items.
- Oversee operation and maintenance of warehouse vehicles (forklift) and equipment (pallet jack, strapping tools etc.)
- Manually handle, repack, or restack pallets of finished product as needed.
- Document all related activities and completes forms and reports.
- Repackage returns weekly and prepare items for seasonal re-sale

Skills:

- Proven working experience as a warehouse worker preferred
- Proficiency in inventory software, databases and systems
- Familiarity with modern warehousing practices and methods
- Good organizational and time management skills

Competencies:

- Organizational skills and attention to detail
- Reliability (M to F, 8-4pm during the summer/9-5 during winter)
- Ability to read, write, speak and understand English
- Ability to balance conflicting priorities
- Ability to read, sort, check, count, and verify numbers
- Ability to operate hand and power tools
- Ability to operate a computer and utilize various software applications
- Mechanical skills
- Memorization skills
- Ability to get along well with others
- Ability to communicate effectively both orally and in writing

Physical expectations:

- Walking or standing for long periods of time
- Bending, lifting, pushing, and pulling objects frequently
- Use of hands and power tools
- Able to lift 50 lbs. and more with assistance

Environmental conditions:

- Will work indoors and outdoors (5%)
- Conditions may include hot/cold temperatures, dusty surroundings and noisy work environment

Equipment & Software:

Equipment: Computer; hand, power, and measuring tools; pallet jack; forklift; hose crimping and banding machines; digital camera

Software: Internet browser, email, calendar service (MS Outlook), spreadsheet, carrier website, and some inventory on company ERP.

Safety:

Follow policies found in H&K Smart Fence's Safety Manual.

Special Conditions of Employment:

- Upon receiving a conditional offer of employment, job candidates are required to pass background check
- Must meet and maintain Company insurability standards

The successful candidate for the position will be invigorated by thinking big (and having fun!) to further his/her own AND H&K's growth. H&K is an EEO/AA employer. Interested applicants should send cover letter, resume, and ANY questions regarding H&K and this position to Sol Varisco, Assistant General Manager, sol@hkmanufacturing.com, (515) 288-9800. We look forward to meeting you!

About H&K Manufacturing

American Ground Screw, H&K Smart Fence and H&K Pet Supply (collectively H&K Manufacturing) are family-owned companies located in Des Moines, IA with shared ownership with China-based welded-metal and electric fence manufacturing facilities and international trading companies. H&K and its partner companies are established manufacturers of welded-metal products and is the largest single manufacturer of ground screw and electric fence products in China, serving some of the world's largest suppliers of these product. H&K was established to provide existing US ground screw customers in the solar power market access to manufacturer-direct pricing as well as further develop markets for the wider variety of product applications. H&K was established to be guided by customer and employees' needs and strengths, provide a consistent quality of product and service for the long-term success of all.