



JOB TITLE: Warehouse Administrative Assistant

REPORTS TO: Sr. Procurement/Warehouse Manager & Logistics/Distribution Manager

LOCATION: North Kingstown, Rhode Island

JOB SUMMARY:

The Warehouse Administrative Assistant handles all inbound and outbound appointments, and provides clerical support for warehouse and logistics management and supervisory staff.

RESPONSIBILITIES AND DUTIES:

Inbound-related:

- Schedules inbound loads and enters them into the system.
- Checks all inbound receiving tallies to ensure accuracy for dollar totals, case totals and tally numbers.
- Files receiving copies at center along with necessary documentation. Submits receiving documents to central for proper handling.
- Receives all Purchase Orders and informs Quality material has arrived.
- Informs Procurement of any receiving problems or questions.
- Reconciles all invoicing issues related to purchase orders.
- Closes out all purchase orders in SAP.
- Retrieves daily reports off system every morning.
- Communicates to buyers any inbound freight that does not make their appointment for day scheduled.
- Helps receive UPS and FedEx shipments.
- Other duties as assigned by Management.

Outbound-related:

- Schedules outbound loads and enters them into the system.
- Assists in coordinating outbound shipments with 3PL warehouses
- Assists with compiling shipping documentation needed for freight forwarders and for customer invoicing.
- Retrieves daily reports off system every morning.
- Assists with inventory adjustments in SAP.
- Ensures the export shipments are closed out upon loading completion
- Other duties as assigned by Management.

QUALIFICATIONS:

- 1-3 years of relevant warehouse experience
- Computer proficient. ERP Software Systems preferred
- Experience with Microsoft Office



WORKING CONDITIONS:

- General warehouse/light industrial food manufacturing
- Load/unload trailers via outdoor ramp
- Seasonal fluctuation in warehouse temperature
- Pace moderate to fast

The requirements described are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

TO APPLY: *Interested candidates should send a cover letter and resume to jobs@edesianutrition.org.*