



<https://www.premierpersonnelgroup.com/find-a-job/warehouse-coordinator-customer-service-operations/>

Warehouse Coordinator – Customer Service & Operations

Description

We are seeking an **experienced Warehouse Coordinator** to join our customers busy warehouse operations team.

This is an important office based position that works closely with customers, drivers, carriers, and warehouse personnel to keep daily operations running smoothly.

The ideal candidate should be an organized, dependable, and professional problem solver who understands the fast-paced nature of the warehouse and logistics industry.

You should be comfortable managing appointments, customer requests, phone calls, emails, and data entry while effectively balancing multiple priorities.

3PL WMS Software Experience Required

Candidates should have hands on experience working with warehouse management software. Entering and maintaining orders, shipments, appointments, inventory, and other warehouse information.

Responsibilities

- Coordinate daily warehouse appointments and schedules

Hiring organization

Premier Personnel Group

Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Full Time

Industry

Trucking

Job Location

Avenel

Base Salary

\$ 20

Working Hours

Monday–Friday, 7:30 AM–4:30 PM

- Answer and manage incoming customer and driver calls
- Communicate professionally with customers, carriers, drivers, and warehouse staff
- Enter and update orders, shipments, appointments, and inventory information in the 3PL WMS
- Monitor shipments and provide order/status updates
- Coordinate with warehouse personnel to ensure appointments and shipments are handled efficiently
- Respond to customer emails and inquiries
- Prepare reports and maintain accurate records
- Assist with general warehouse administrative and customer service functions
- Identify and resolve issues before they impact the customer
- Help maintain an organized and efficient warehouse office

Qualifications

- Hands-on experience with the 3PL Warehouse Management System is required
- Previous experience in warehouse coordination, logistics, transportation, distribution, or warehouse customer service
- Experience working with warehouse management software
- Strong knowledge of Microsoft Excel, Word, and Outlook
- Excellent communication and telephone skills
- Strong attention to detail and organizational skills
- Ability to multitask and prioritize in a busy environment
- Professional, pleasant, and customer focused personality
- Reliable, punctual, and dependable
- Ability to work independently while also being a strong team player

Job Benefits

Medical, Dental, Vision and 401k