

# Warehouse Coordinator

## – *Buffalo, NY*



**Now Hiring: Warehouse Coordinator – Buffalo, NY**

🕒 Full-Time | Competitive Pay | Great Benefits

**Join a Team That Builds the Future - One Project at a Time.**

*You're the kind of person who likes to keep things moving.* You know your way around a warehouse, stay organized under pressure, and take pride in getting the job done right. If you're looking for a role where your work matters and your effort gets noticed, this Warehouse Coordinator position might be exactly what you've been looking for.

At Plibrico Company, we don't just move materials - we move industries forward. If you're a hardworking, reliable team player who enjoys keeping things organized, safe, and running smoothly, we want you on our team!

**What You'll Do:** Under the direction of our Warehouse Planning Supervisor, you'll be the go-to person for day-to-day warehouse operations. You'll help ensure that our equipment and materials get where they need to go - safely, on time, and in top condition.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Ensures inventory accuracy by overseeing and recording all transactions, including receiving, stocking, storing, labeling, casing, packing, and distributing materials and supplies.
- Responsible for supervising, preparing, and loading material deliveries to both field job sites and customers.
- Positions trucks for loading or unloading, following crew signals and verifying correct alignment of the vehicle and equipment.
- Completes required paperwork for deliveries
- Maintains a detailed maintenance log for all equipment and vehicles, documenting scheduled and completed preventative maintenance, post-job inspections, and repairs to ensure optimal performance.
- Is a steward of Plibrico's Purpose, Mission, Vision, and Core Values.
- Adheres to environmental and safety regulations and acts in accordance with United States' laws.
- Adheres to corporate policy on business ethics.

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

In this position you must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

**QUALIFICATIONS:**

- High School Diploma, GED and/or equivalent work experience.
- Experience in warehouse operations, 2-3 years, or an equivalent combination of training and experience.
- Strong mechanical aptitude and knowledge of small engines to be able to repair and maintain construction equipment.
- Industry-specific certifications and/or licenses required; must have valid driver's license with a clean driving record.
- CDL License – Class B or Class A
- Forklift certification or Forklift skill and a willingness to be certified.

**LOCATION:** Buffalo, NY

**POSITION TYPE:** Full-Time

**WORK HOURS:** Monday through Friday, 8:00am – 5:00pm, may require overtime

**TRAVEL:** Less than 5%

**WORK ENVIRONMENT:** The position resides in a construction warehouse and light manufacturing setting. Possible exposure to grease, oil, dust, and the like. The individual must follow all safety requirements carefully. The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this position.

**PHYSICAL DEMANDS:** While performing the duties of this job, the individual is frequently required to sit, stand, walk, talk or hear; uses hands to finger, handle, or touch objects or controls. On occasion the individual may be required to stoop, bend or reach above the shoulders. The individual must be able to lift up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Work is performed in dusty and not fully air conditioned or heated warehouse; works with and around warehouse equipment. Noise level ranges from low to moderate. The physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

## Why You'll Love Working at Plibrico:

- ✓ *Weekly Pay – on time, every time*
- ✓ *Great Hours – steady work, full-time schedule*
- ✓ *Awesome Benefits – health, dental, vision, 401(k), paid time off*
- ✓ *Growth Opportunities – we promote from within!*
- ✓ *Family Atmosphere – you're not a number here, you're part of the team*

## MEET THE PLIBRICO COMPANY | OUR CULTURE

For more than a century, Plibrico has pioneered the research and development of monolithic refractory technology. Seeded in the art and science of ceramic engineering, we provide the knowledge and expertise in aluminosilicate and high-alumina refractories that is essential for the most demanding thermal conditions. Through our expertise in refractory materials, services, and engineering, Plibrico is a single source for safe, reliable turnkey refractory solutions.

Every day we design highly durable refractory solutions for companies that safely improve productivity, temperature control, and service longevity, which enables them to create quality products more efficiently for their valued customers.

We are the trusted partner of many industrial companies operating critical thermal processing environments. We help them keep their thermal operations up and running.

### *Our Biggest Strength Is Our People*

Backed by years of refractory solution experience, it's the people at the Plibrico Company that are the key to our industry leadership. Our employees have on-the-job passion and truly love what they do.

Each individual employee has a voice, and all teams are united around a common goal –delivering refractory solutions that enable companies operating critical heat environments to create quality products for their valued consumers efficiently, safely and economically. It is who we are and how we work together.

Our knowledgeable experts with genuine experience and steadfast commitment to quality products, safety, fast delivery and prompt technical assistance that is the key to customers' as well as our own success.

The Plibrico Company has built a business over more than a century, based on trust, knowledge and experience, qualities that create close lasting relationships to deliver superior heat control solutions.

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Plibrico Company, LLC provides equal employment opportunity to all applicants for employment, without regards to race, color, religion, creed, gender, national origin, age, marital, veteran status, sexual orientation, or the presence of handicaps or disabilities. In addition, this policy of equal opportunity applies to all terms and conditions of employment including, but is not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.