



February 16, 2010

EMPLOYMENT OPPORTUNITY

JOB TITLE:

Warehouse Coordinator – East Region

JOB SUMMARY:

Currently accepting applications for a warehouse coordinator position in our Morrisville, NC fabrication and distribution facility.

The person in this position will receive goods, pack and ship products, as well as invoicing and cycle counts. In addition, this position is responsible for customer returns, export paperwork and processing some daily reports. The warehouse must also be maintained to the upmost cleaning standards.

The person in this position will not be supervising other employees at this time. The warehouse is an extension of our distribution services from the headquarters in Springfield, Missouri. The person based in the North Carolina warehouse must have integrity, be responsible, excellent organization skills, self motivated, and posses independent judgment.

EXPERIENCE:

5+ years warehouse experience; preferred
AS400 experience, desired
Other computer experience; preferred
UPS manifest experience; preferred
Mechanical aptitude, desired

REQUIREMENTS:

Class E driver's license
Clean driving record
Knowledge of Raleigh area

WORK HOURS/CONDITIONS:

9:00 a.m. – 5:30 p.m. Monday through Friday. Overtime is not guaranteed. Occasional Saturdays requested.

Person in this position will be exposed to temperature extremes both hot and cold, dust, and noise. This position will also require lifting of heavy objects during truck loading and unloading, and nightly cleanup.

HOW TO APPLY: Send resume via mail or e-mail to hr@csidesigns.com

EOE