

Warehouse Administration Coordinator

The Company

We are looking for an exceptional problem-solver to be a part of our thriving, fast-paced warehouse team! 44 years in business, and still going strong and expanding into new regions and products, we are a family-owned company that values are our employees and likes to reward you with growth and learning opportunities whenever possible.

We empower you to make decisions and seek out the information necessary to provide exceptional service to our internal and external customers.

Bottles when and where you need them anywhere in the world - we are your source for anything packaging!

What you will be doing/The Role:

You will be responsible for working closely with our warehouse supervisors, forklift drivers and truck drivers to assist in processing orders as seamlessly as possible.

This is an interactive environment allowing you to liaise with different departments and to ensure information and orders get processed in a timely matter.

This position involves critical thinking, flexibility, and the ability to shift priorities quickly as they change from day-to-day and sometimes hour-to-hour. Your proactive approach will help you to be successful in this role.

Why Encore?

- We care about our employees – you are our biggest asset – we celebrate your milestones and success! From our service hero award, to Employee of the Month, and fun winter and summer activities!
- We are committed to employee development and growth – when you succeed we succeed!
- We offer a competitive base salary and benefits package with a generous 401k matching program.
- We have been around for over 40 years and continue to have exciting opportunities on the horizon.

MINIMUM REQUIREMENTS:

- 2+ years in a warehouse role or customer service role, preferred
- Self-motivated, able to work independently and extremely organized.

- Reliable and dependable with a commitment to excellence.
- Exemplary customer service skills with a willingness to go above and beyond for our customer.
- Excellent written and verbal communication skills.
- Intermediate MS Office Skills ideal
- Able to work after hours and on Saturdays when necessary.
- A sense of humor – we have fun!

Encore Glass is an equal opportunity employer. For more information, please visit our website at www.encoreglass.com.

If you are interested in joining the Encore family, please reply to this ad and include your cover letter, resume and salary requirements.