

STORAGE COORDINATOR JOB DESCRIPTION

Reports To: Vice President

Classification: Non-Exempt

Summary/Objective. The Storage Coordinator plans, organizes and monitors the receiving, storage and distribution of all abstracts ensuring a smooth and consistent operation so that abstracts are located and distributed to proper departments in an effective and efficient manner as needed to satisfy internal and external customer requirements.

Essential Functions. (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Manages the storage and receiving mission in an effective and efficient manner.
- Ensures that storage is safe and efficient.
- Provides appropriate equipment and racking to ensure the safe transport and storage of all materials. Researches material handling equipment to ensure procurement of the most suitable equipment in terms of performance, safety, reliability and cost.
- Monitors the receipt of all materials; Resolves any discrepancies. Monitors the flow of paperwork for timely data entry. Oversees the movement of material from storage to requestor in an efficient, effective and safe manner.
- Ensures materials are stored properly to conserve space and comply with safety procedures.
- Ensures accuracy of locating system, oversees movement and storage of material.
- Anticipates and requests funding for future material handling and storage equipment.
- Ensures compliance with all regulations.
- Provides excellent customer service to internal and external customers.
- Understands, follows and stays current on all policies and procedures in the Employee Handbook.
- Follows instructions and responds to management direction.
- Identifies and communicates areas of improvement regarding operations to management.
- Performs other tasks, duties, or projects as assigned by management.
- Performs all essential functions by being physically present at the worksite on a full-time basis.

Competencies.

- Excellent written, verbal and interpersonal skills.
- Ability to deliver superior customer service.
- Highly organized with strong attention to detail.
- Ability to excel in an environment of rapidly changing priorities.
- Ability to multi-task and work independently with little direction.
- Ability to consistently meet deadlines, demonstrate strong follow-through and to follow all regulatory and company procedures.

Supervisory Responsibility. This position has no supervisory responsibilities.

Work Environment. This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopies, filing cabinets and fax machines.

Physical Demands. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing throughout the day. The employee must frequently lift or move items up to 40 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type and Expected Hours of Work. This is a full-time, 40 hour per week, position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m., with a one-hour unpaid lunch. Occasional evening and weekend work may be required as job duties demand.

Travel. Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Required Education and Experience:

- High School Diploma/GED or 1 year of related experience.
- Must type at least 45 words per minute.

Equal Employment Opportunity Statement:

- AllFirst, LLC & Affiliates, 364 Title Group and its subsidiaries are committed to providing equal employment opportunity and will make employment decisions without regard to race, color, religion, national origin, citizenship, age, sex, gender, veteran status, marital status, disability or any other characteristic protected under applicable laws and regulations.

Other Duties. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EMPLOYEE REVIEW AND ACKNOWLEDGMENT: I acknowledge that I have read this Job Description, and I understand what is expected of me. The Company reserves the right to change or reassign job duties or to combine positions at any time. **I also understand that I am an at-will employee, and this Job Description does not constitute a contract of employment.**

Employee Name (printed): _____

Employee Signature: _____

Date: _____