



Warehouse Coordinator

Chicago Switchboard, founded in 1936, is a recognized leader in quick ship custom built electrical equipment. We supply switchboards, control panels, portable generator connection cabinets, junction boxes, and panels to our customers across all industries.

Park Detroit was founded in 1945 and became a part of the Chicago Switchboard family in 2020.

While growth driven, the team is determined to provide quality products and service and at the same time remembering the entrepreneurial spirit that the company was built on.

Position Summary:

Chicago Switchboard is looking for a full-time, enthusiastic, results driven, and forward-thinking Warehouse Coordinator to join our amazing team. In this role, you will assist in all warehousing functions. Manage incoming and outgoing material, working with all internal and external customers ensuring all their requests are met. General warehousing functions. As a Warehouse Coordinator, you are a part of a dynamic team that allows you to grow as Chicago Switchboard grows.

Who You Are:

You have a passion for providing world-class service to customers, colleagues, and communities. You are a person of integrity with a commitment to growth, accountability and delivering results. You want to join an organization with a culture that embraces inclusion and allows everyone to be the best version of themselves at work and home. You want to grow with us and deliver results as an exceptional Warehouse Coordinator.

Position Responsibilities:

- Administers and operates the warehouses, including efficient shipping, receiving, processing, packaging, storing, and ordering of tools, supplies, materials, and equipment.
- Responsible for receiving and shipping parts in an efficient manner.
- Provides project and service support to manufacturing and office colleagues as needed.
- May provide support for fleet and facilities management programs.
- Performs other duties and responsibilities as requested or required.
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Chicago Switchboard does not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.



Skills:

- Strong planning and organizational skills.
- Excellent written and verbal communication skills.
- Ability to work independently, multi-task, and prioritize.
- Flexible, adaptable, detail-oriented, and self-motivated.
- Good decision and communication skills.
- Problem solving skills.
- Forklift experience.
- Ability to lift up to 50 pounds.

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