

GPA is the market leader in substrate solutions for offset, digital and wide format printing, with a comprehensive offering of pressure sensitive papers, films, laser labels, eco-friendly substrates, digital and specialty papers, and more. Our foundation is built on consistently delivering a wide variety of superior products at a great value. It is our continued focus on developing innovative solutions to our customers and their business, combined with the commitment to provide the best products in the marketplace that has positioned us as the industry leader.

GPA is currently seeking a Warehouse Coordinator located in our Cerritos, CA Warehouse.

This person will coordinate the day to day operations of the warehouse while ensuring that safety, efficiency, and productivity are priorities. They are responsible for warehouse activities primarily consisting of timely and accurate receiving of inbound stock and processing of outbound orders through the use of standard processes.

Position Responsibilities:

- Represent GPA in a professional manner while interacting with employees, outside suppliers, and management.
- On a daily basis, communicate with customer service, sales, purchasing, and management in regards to the troubleshooting of order issues.
- Process orders and receive stock through the WYSIS gun scanning process in an accurate and efficient manner; including but not limited to messenger, will-call, consignment, LTL, and small package orders, as well as, inbound and outbound transfers, and claims.
- Process order revisions and cancellations per the established procedure
- Properly package, band, and wrap both small package and LTL shipments in order to protect them in transit per set procedures
- Ensure the local LTL, will-call, and messenger logs are properly filled out and forwarded as necessary. Ensure that the paperwork is processed correctly when these orders are picked up and shipped out
- Manage the transfer and consignment replenishment programs to ensure that all items are scheduled to ship with a 2 day turn-around from the time they are received
- Safely operate forklift, packaging, wrapping, labeling, and banding equipment used in the production, transportation, and processing of orders or materials
- Identify machinery in need of inspection, servicing, and maintenance; follow proper procedures to address these issues. This includes handling communication with vendors for routine maintenance of equipment and keeping accurate maintenance logs
- Conduct daily inspection of material on shelves resulting in stock rotation, reorganization, or repacking to obtain maximum efficiency in processing of orders and tracking of inventory. This includes proactive notification to the Inventory Control department of inventory situations including low, suspect or damaged inventory
- Maintain and review monthly performance numbers and status reports generated for the warehouse. Discuss the results with management in order to obtain feedback and suggestions for improvement
- Conduct daily cycle counting process to meet quarterly and annual cycle goals
- Accurately and legibly label and stow received shipments – carefully inspect shipments for damaged or missing items prior to signing for them

- Receive all returns, MRAs, mill claims, and freight claims. Rack items in designated area with paperwork and labeling to identify the claim. Communicate with credit, freight, and claim departments to ensure paperwork has been received and processed in a timely and accurate fashion
- Repackage inbound product for order fulfillment as needed
- Responsible for material placement into warehouse racking by location, and replenishing locations with material as necessary. Includes the “fixed pallet” location stock
- Maintain an awareness of material on order and due to arrive in the warehouse
- Pull and ship all sample orders in accordance with set department standards
- Perform inventory checks for customer support on low inventoried products
- Ensure proper adherence and compliance with all operational policies, procedures, and corporate directives
- Participate in regularly scheduled department meetings as an active contributor
- Monitor safety measures throughout the warehouse and report potentially unsafe situations to the Director of Operations, Operations Manager or VP of Human Resources
- Assist in the FSC Audit Process as needed
- Purchase general office and warehouse supplies
- Monitor office cleaning and local vendor supplied services
- Understand the processes involved with opening and/or closing the facility, respond to building alarm issues
- Maintain an orderly warehouse environment by cleaning, picking up debris, administering trash removal, and sweeping the warehouse floor on a consistent and regular basis
- Maintain solid operational processes and adapt accordingly to changing demands
- Recommend changes to management, proactively notifying them of the need for operational changes and adjusting procedures accordingly

Position Requirements:

- Some college preferred, High school diploma or GED strongly desired
- 5+ years of warehouse operations experience required
- Forklift experience required; machine maintenance experience preferred
- Should have experience with LTL and small package shipping
- Must possess a strong sense of urgency and ability to use time effectively
- Works well under pressure and can operate successfully and a very fast paced working environment
- Must possess general computer skills, word, excel, outlook, etc
- Must possess highly effective organizational skills
- Must be process oriented
- Must possess strong informal leadership qualities
- Must be able to work independently, managing workload and overall building management responsibility
- Should possess a strong Customer Service attitude both to internal and external customers

Resumes can be submitted by email to join@gpa-innovates.com or by fax to (773) 847-2782. No phone calls please.



All post-offer candidates will be subject to the successful completion of a pre-employment background check and drug screen before they can begin employment.

GPA offers a competitive compensation package, medical, dental, 401(k), paid time off, and much more. Relocation is not available for this position.

GPA is an Equal Opportunity Employer and participates in E-Verify.

Voted Best Workplace in the Americas Winner for 10+ years by the Printing Industries of America.