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Position Title: Warehouse Coordinator

Department: Operations

Position Description

TruNorth is seeking a detail-oriented Warehouse Coordinator to manage daily warehouse operations that support our custom automation projects. The Warehouse Coordinator will be responsible for receiving, inspecting, organizing, and distributing materials, while maintaining accurate inventory records and ensuring parts are prepared and available for engineering and production teams. This role is critical to keeping projects on schedule and ensuring smooth material flow throughout the organization.

You Will Succeed if You:

- Take pride in organization and accuracy, ensuring materials and inventory are always in the right place at the right time.
- Are proactive in spotting issues before they impact production, and keep the warehouse running smoothly under tight timelines
- Enjoy being hands-on and contributing directly to the success of complex automation projects by keeping teams supplied and ready
- Want to grow with a fast-paced company and take ownership of improving warehouse processes and efficiency

Qualifications

- Previous experience in warehouse, shipping/receiving, or inventory coordination preferred
- Strong organizational skills with attention to detail and accuracy
- Ability to operate forklifts, pallet jacks, and other material handling equipment (or willingness to become certified)
- Comfortable using inventory software and Microsoft Office tools (Excel, Outlook, etc.)
- Effective communicator who works well with engineering, production, and purchasing teams
- Able to lift 50 lbs and manage physical warehouse tasks safely