

Warehouse Administrative Assistant (English/Mandarin Required) – Lewisville, TX

Norman International Inc.

\$20-\$22 per hour - Full-time

Job details

Pay
\$20-\$22 per hour

Job type
Full-time

Location

Lewisville, TX Onsite

Benefits

- 401(k)
 - 401(k) matching
 - Dental insurance
 - Health insurance
 - Life insurance
 - Health Savings Account
 - Paid time off
 - Vision insurance
-

Full job description

About Us:

With more than 50 years of unwavering passion for quality, Norman Window Fashions is among the world's largest and well-respected manufacturers of window coverings. Our long-standing commitment to quality and craftsmanship have made us the number one choice for homeowners who demand only the best.

We are growing and we are seeking a highly energetic warehouse administrative assistant to provide both administrative and warehouse support within our dynamic warehouse environment. This role plays a crucial part in upholding operational efficiency and optimizing our service delivery.

Responsibilities:

- Assists with the monitoring day-to-day warehouse operations ensuring that established processes are followed and completed.

- Perform administrative duties such as order supplies, manage inventory, review / follow-up / dispute / process invoice, create and transmitting reports.
- Collect, analyze and create reports/insights on data related to warehouse operations.
- Provide assistance with tasks inside the warehouse, including but not limited to, lifting, pallet assembly, sorting, counting, training warehouse staff, etc. as required
- Report and/or recommend performance, quality, and actionable items based on data analysis.
- Provide coordination, analysis, audits with various departments to ensure adherence to established budget.
- Create standard operating procedures (SOPs) and protocols (i.e. checklists) and distribute to staff as required.
- Communicate and coordinate with staff and vendors as needed.
- Review RGA issues, ensure products that are remade are within guidelines.
- Onboard and train new staff to ensure that they adhere to department standard operating procedures.
- Assist with projects assigned by management.
- Perform similar and incidental duties as required.

Requirements:

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records.
- Sound analytical, communication and problem-solving skills.
- Proficiency in Microsoft Office Suite, web-based apps, particularly strong skills in MS Excel.
- Possess investigative skills.
- Ability to understand and analyze data.
- Ability to work independently as well as in a team environment.
- Attention to detail in organizing resources and establishing priorities, ability to notice and address the small details to ensure accuracy.
- Advanced verbal and written communication skills in both English and Chinese.
- Able to lift up to 25lbs.

Norman is an equal opportunity employer of all qualified individuals; including minorities, women, veterans, and individuals with disabilities, and regardless of sexual orientation or gender identity. Norman will consider for employment qualified applicants with criminal histories in a manner consistent with all federal, state, and local ordinances.

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