

Installation and Warehouse Coordinator

CME – Medical Equipment and Services - Chicago, IL



Are you looking for a dynamic position where every day is different? Where you can hit the ground running and make an immediate impact? Then look no further, you'll be a great fit for CME.

CME's Direct to Site delivery department is looking to add an Installation and Warehouse Coordinator to our branch in Chicago, IL. This person will play a key role in improving customer satisfaction and driving repeat business in their region by ensuring that our merchandise is handled with care at all touch points.

What you will do:

- Ensure that all orders have been received properly and that detailed descriptions are provided for any Overage/Shortage/Damage issues
- Equipment assembly and staging work within CME's 3PL warehouse
- Direct to Site deliveries to customers
- Regularly travel within the state of Illinois with occasional travel to other regions as required.
- Perform sales support functions including order expediting, project management and sales demonstrations.
- Provide direct input and make recommendations for improvements based on your everyday experience
- Perform inventory control within local warehouse.

Who you are:

- Strong, consistent work ethic
- Wants to be part of a fun crew
- Customer Centric approach
- Super organized and detail oriented
- Proactive in identifying opportunities for improvement and driving process improvements
- Experienced in Logistics, Transportation and/or Customer Service
- Mechanically inclined

Overview: CME, a national medical equipment distribution and services company headquartered in Warwick, RI with branches in Anaheim, CA, Long Island, NY and Indianapolis, IN is seeking an individual to support our growing territory in the Midwest region.

Requirements:

- High school diploma or GED (an Associate degree in a technical or administration field is a plus).
- Sound verbal and written skills.
- Ability to receive product into our local warehouse and enter into our company computer system.
- Excellent computer skills including familiarity with the Microsoft office package.
- Must have flexible schedule as starting and ending times vary daily.
- Ability to participate in occasional projects requiring overnight stays away.
- Must be physically fit and have ability to lift heavy objects properly.
- Must have good mechanical aptitude and be very familiar with general hand and power tools. Carpentry skills are a plus.
- Experience driving up to a 26' straight truck.

Salary: \$21.00 /hour

Job Type: Full-time

Experience: Warehouse: 1 year (Preferred)

Education: High school (Required)

Location: Chicago, IL (Required)

License: Driver's License (Required)