

WAREHOUSE & LOGISTICS SPECIALIST

Location: Orlando, Florida

Job Status: Full-Time

Position Summary:

This is a full-time, on-site role based in Orlando, FL. The **Warehouse & Logistics Specialist** will oversee daily warehouse operations, including shipping and receiving, packing, unloading, and maintaining inventory control. The successful candidate will ensure that all warehouse processes meet safety, quality, and efficiency standards while collaborating with staff to achieve operational objectives.

- Warehouse Organization- includes understanding product, organizing and purging product accordingly based on product description and allocated based on project code. No mixing project related product.
- Products that need to be repaired/ replaced and or returned need to be kept in a designated location for dispositioning and action.
- Maintains accurate records for the procurement of project related equipment, Adacel inventory assets, customer inventory assets, and stock levels for all warehouse items on various platforms (SAP, SCS, Others).
- assets, customer inventory assets, and stock levels for all warehouse items.
- All product that needs to replace on an RMA should be actioned as “priority” to ensure we are adhering to the supplier’s return policy.
- Written policy/ process on returns defective product from the field.
- Written policy/ process on defective product that needs to be sent out for repair including product that is both under warranty and expired warranty.
- Written policy/ process on shipping “In-Stock” product from SAP,
- Understanding Warehouse House Keeping and expectations
- To ensure all personnel follow safety protocols.
- Shipping products to meet on-time deliveries, project related details.

- Cycle Counts and physical inventory
- Other duties as assigned depending on project needs and company goals.

Supervisory Responsibilities:

- None

Required Qualifications:

- 7+ years of proven experience in Shipping & Receiving processes
- 7+ years of domestic and international shipping & receiving experience, prefer knowledge of
- SAP or ERP knowledge
- 7+ years of inventory equipment, preferably in the IT industry.
- 7+ years managing a warehouse
- Loading and unloading freight
- Strong communication Skills
- Strong Inventory Control skills including bar code scanning system
- Strong organizational skills and attention to detail
- Ability to work effectively and independently in a fast-paced, team-oriented environment
- Be able to lift 50 pounds
- Forklift experience required and knowledge of warehouse management systems (WMS)
- Forklift certification is a plus
- High school diploma or equivalent is required; additional certification in logistics or supply chain management is a plus
- Ability to pass a security clearance, drug-test, and a background check

Other Qualifications:

- Ability to adhere to Adacel's Drug Free Workplace Policy.
- Must be able to pass an Adacel background check while employed.
- Active Driver's License

Physical Requirements:

- Occasional lifting – up to 50 lbs.
- Must be able to use simple hand tools.
- Repetitive wrist, hand, and finger movement.

Work Environment:

- Alternative work schedule (9/80).
- Normal office environment.
- Typical physical activity is varied and includes sitting, bending, crouching, standing, walking, and lifting.
- Some weekends and holidays may be required based on project needs

Benefits:

- Two weeks of vacation, seven paid holidays, one floating holiday
- Sick time accruals.
- 401K plan with company match.
- Employer contribution towards health insurance.

How to Apply:

- You may apply by accessing the following link: [\[Click Here\]](#)
- Adacel will only review the first 30 applicants, if no candidate is selected will proceed with the next 30, and keep on until selections is made.

Disclaimer:

Adacel is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, and protected veteran status.

This job description reflects management's assignment of essential duties and responsibilities. It does not restrict the duties and responsibilities that may be assigned.