

# Warehouse Coordinator

## Ihre Aufgaben

The Warehouse Team Lead is responsible responsible for supervising the activities of the warehouse personnel, ensuring that instructions, processes, and procedures are followed as indicated on the Quality System instructions. Continuously work on improving the area and provide an excellent level of service to internal/external customers. Ensure proper procedures are followed in all warehouse activities, assist in the development and revision of procedures to meet changing customer and corporate expectations. Drive innovation and critical thinking to strategic and tactical work. Explore, and participate in, performance improvement and cost optimization opportunities. Ensure all Health and Safety regulatory, training and compliance related activities are completed and followed. Develop direct reports through day to day coaching, training and work assignments Create a team capable of performing cross-functional activities. Meet team targets by managing resources and "going to the work". Lead the shift supervisors.

The warehouse team lead will also be responsible for follow KPI such as planning raw material and production. The role is responsible for supervising all supply chain activities and processes for the plant/operations unit, supporting the plant supply chain strategy, and translating it into actionable plans aligned with the plant/operations unit, BU SCM, and Group strategy. This includes overseeing plant-specific SCM standards and requirements for both external and internal contacts, ensuring their implementation in line with BU SCM and Group standards. The position initiates and supervises SCM optimization measures to improve efficiency, reliability, and cost-effectiveness through cross-functional teams, while supporting plant SCM targets to meet internal and external customer expectations. It actively contributes to continuous improvement activities using CBS methods and training initiatives and represents the plant/operations unit in SCM matters with internal and external stakeholders. Additionally, the role supports, participates in, and/or leads local supply chain-related and cross-functional projects, contributes to environmental health and safety activities, and supports supplier selection, evaluation, and development. It supervises change management within the plant SCM, ensures compliance with SCM policies, and supports personnel development and coaching. The role also ensures effective supervision of customer demands and demand changes in collaboration with the Head of SCM MFS SLP, performs regular production planning and control processes including production program planning, scheduling, sequencing, control, and review in close cooperation with the production function according to demand plans, production control plans, work instructions, and standards. Furthermore, it executes customer service and order processing (as per BU requirements), maintains knowledge of customer-specific requirements relevant to the plants current customers, and is responsible for the release of the production plan.



Job ID  
**REF70195K**

Arbeitsbereich  
**Logistik**

Standort  
**San Luis Potosí - Contitech**

Leadership Level  
**Leading People**

Job Flexibilität  
**Onsite Job**

Ansprechpartner  
**Sergio Gonzalez**

Rechtliche Einheit  
**Contitech Fluid Mexicana, S. de R.L. de C.V.**

- Responsible of Daily/Weekly / Monthly reporting on Key Performance Indicators (KPI's).
- Responsible for interviewing and hiring staff for the operational area.
- Training and career development of all warehouse employees
- Oversee the receipt of materials at the warehouse.
- Ensure that direct and indirect materials are received both physically and through the computer system to help ensure on-time payment to suppliers.
- Ensure proper storage of materials and components following the "rules for handling of materials at the warehouse" stated in the corresponding Quality System instruction.
- Responsible for the timely issuing of direct and indirect materials to the production lines and to the requestors.
- Inventory management.
- Supervise Material Planning
- Supervise Production Planning
- Supervise shipping activities
- Supervise/perform work as described on the corresponding Quality System instructions/procedures.
- Maintain order, discipline, and cleanliness in the warehouse.
- Supervise all activities concerning all shifts' operations on the Warehouse.
- Interface with other departments for improvements and clarifications.
- Establish new processes / procedures, as required.
- Promote and support quality and environmental plant goals.
- Comply with C-TPAT and AEO requirements.
- Participate in budgeting and forecast elaboration.
- Managing special projects in logistics department.

## **Ihr Profil**

### **Basic Qualifications**

- Bachelors Degree completed.
- Advanced level of english ( Interviews will be in english )
- 5+ years warehousing, materials management distribution center and/or logistics experience in automotive industry.
- Demonstrated experience in developing and coaching team members.
- Experience in assessing and improving distribution center and logistics processes
- Proficiency with MS Office tools including Word, Excel, PowerPoint and Outlook.
- Proficiency in the use of SAP, RF Warehouse Management and Freight Management system module.

### **Preferred Qualifications**

- Experience with Problem solving methodologies (PDCA's, Fish bone, 8D's, 5why, Shining).
- Experience with external/internal audits. HSE, AEO and C-TPAT requirements and audits.
- Experience communicating regularly with customers, carriers, and suppliers in English.
- Customer first attitude with excellent verbal and written communication skills as well as exceptional interpersonal skills

- Experience organizing and managing multiple priorities. Strong analytical and organizational skills.

## **Unser Angebot**

At Continental we are committed to building an inclusive and discrimination-free ecosystem in Mexico, these principles are rooted in our corporate philosophy and culture. Therefore, it is totally forbidden to request a pregnancy or HIV test as part of our selection processes.

#LI-SFGO

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## **Über uns**

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent and affordable solutions for vehicles, machines, traffic and transportation. In 2022, Continental generated sales of €39.4 billion and currently employs around 200,000 people in 57 countries and markets.