



Processing Coordinator for a Chemical Manufacturer

PICO Chemical Corporation, Chicago Heights, Illinois, is an ISO 9001 certified manufacturer of value based, industrial specialty chemicals and lubricants used by manufacturers of paints, inks, resins, adhesives, coatings, etc., and metal working, metal forming, steel producing, steel processing, fabrication, steel service centers, and their industry-related applications since 1976.

We are seeking an experienced Processing Coordinator for our Chicago Heights facility who will be responsible for **Datacor ERP** data entry and processing. This person is the lead ERP user who also assists Sales, Administration, and Lab & Plant departments by working and communicating with **PICO** employees, customers/prospects, suppliers, technical and production personnel, sales representatives, resellers, independent reps, and **PICO** management.

Responsibilities

- Lead data entry and processing for Datacor ERP.
- Receiving and processing all incoming orders and email order acknowledgments,
- Arranging shipping (domestic and international)
- Invoicing of all customer orders
- Computer entry; updating, and maintaining all information required for current and ongoing needs in the Administration Department.
- Assisting Plant & Lab Operations with procuring inventories, supplies, pricing, shipping (logistics), and maintenance items, including computer entry, updating and maintaining all information required for current and ongoing needs of the Purchasing Department.
- Computer entry updating and maintenance of all current and ongoing information required for daily production of batches, formulation practices, i.e. batch sheets with chemical formulation, scheduling time frame deliveries of raw materials and finished products, customer product matrix, special reports and instructions in the Production Department.
- Assists with environmental, health, and safety rules and regulations paper documentation and preparation.
- Maintains all customer, supplier, and product information, including all confidential computer and proprietary information of Customer Service, Manufacturing and Purchasing Departments.
- Follows all **PICO** Chemical Corporation company policy/handbook and safety rules and regulations.
- Interact with all PICO Departments/employees, external providers, customers, etc. as processes require.
- ISO 9001:2015, DOT, OSHA, EPA, and EHS/regulatory compliance.
- Perform other office related duties as assigned.

Qualifications

- High school diploma or GED.
- **Minimum 2 years' experience in Datacor ERP.**
- Minimum 2 years' experience in Microsoft Office.
- High degree of integrity, trust, and reliability.
- Excellent Mathematical skills.
- Ability to perform work in a mature and professional manner, demonstrate personal responsibility, and perform all assigned duties.
- Exhibit good planning and strong Team leadership to establish goals, solve problems, accomplish objectives, and address priorities.
- Must pass a pre-employment drug test and physical prior to being considered for employment.

Employment Type: Hourly.
Department: Office (Reports to Office Manager).
Work Schedule: 7:30 AM to 4:00 PM Monday through Friday.
Position Location: 400 E. 16th Street, Chicago Heights, Illinois.
Pay Rate: \$24.00/hour
Benefits: Medical / life insurance, dental and Aflac option available, Simple IRA with 3% Company match, PTO, paid holidays, clean environment.

PICO Chemical Corporation is an equal opportunity employer.

2-10-25



PICO Chemical Corporation
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MANUFACTURER OF SPECIALTY CHEMICALS AND LUBRICANTS

ISO
9001
Certified