LOGISTICS COORDINATOR

Job Description:

A Logistics Coordinator prepares, routes and manages a company’s purchase orders. Their main duties include reviewing shipment materials before distributions, collaborating with transportation systems to ensure prompt shipment pick-ups and monitoring shipment costs and productivity processes. Logistics Coordinators are typically employed by supply chain operations to manage the storage and transportation processes of the organization’s inventory and goods. They’ll acquire, store and take inventory of the raw materials needed for a product. Once the product is ready for distribution, the Logistics Coordinator will perform a quality check. They’ll then review the purchase orders and will prepare the product for delivery. As it’s being delivered, the Logistics Coordinator will review and monitor the shipment’s delivery timeline to ensure it reaches the customer the customer quickly and safely. If there are any shipment or inventory issues, the Logistics Coordinators are responsible for addressing and resolving them.

Job Responsibilities:

* Coordinating transportation providers to ensure prompt and proper movement of shipments
* Responding to customer inquiries and referring clients to the proper channels
* Reviewing purchase orders and shipping documents to ensure accuracy
* Making special shipping arrangements as necessary
* Tracking and fixing shipping errors
* Preparing bills and invoices
* Managing distribution and shipment budgets
* Ensuring that the quality of all services provided meets the required standards
* Developing processes that make the supply chain more efficient and organized
* Ability to work in a fast-paced environment
* Advanced data analysis and data visualization
* Expert inventory management
* Ability to use computers, software and other technology for inventory and communication purposes
* Understanding of the supply chain, including common obstacles and effective solutions
* Plan and implement supply chain optimization projects (e.g. warehouse-slotting, route planning)
* Oversee inventory procedures
* Develop requirements and standards (e.g. packaging, procurement, delivery)
* Discover the most cost-effective shipping modes and schedules
* Help foster trusting relationships with vendors and team members
* Evaluate vendor operations (e.g. freight forwarders) according to quality standards
* Collaborate with IT professionals to implement effective systems
* Track KPIs and report on supply chain performance

Job Qualifications:

* Associates in logistics management or related field required
* Bachelors in logistics management or related field preferred
* Experience as a logistics manager

Opportunities in logistics management are available for applicants without experience in which more than one logistics manager is needed in an area such that an experienced logistics manager.

Job Skills Required:

* Understanding of logistics
* Understanding of the specific logistical needs of the company
* Excellent time management skills and ability to multi-task and prioritize work
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* Strong organizational and planning skills
* Outstanding organizational and time management skills
* Resourcefulness and ability to problem solve
* Ability to multitask and prioritize daily workload and development procedures
* Outstanding communication and interpersonal skills
* Skilled in working with Microsoft Office
* Awareness of the factors that influence the industry