

LOGISTICS COORDINATOR

KEY RESPONSIBILITIES

- Coordinate with team members regarding all shipping and logistics related functions ensuring that specifications and expectations are surpassed.
- Create box and pallet labels, routing requests, bill of lading, rate quotes and more while ensuring all customer and freight vendor details are provided.
- Communicate with all relevant departments and team members regarding the status and priority of orders.
- Serve as the last quality control stop in the process.
- Support all key account shipments from the physical packaging through the creation of shipping labels.
- Coordinate with freight companies and customers regarding all special request and larger pick-ups.
- Communicate with the Logistics Manager on any priority tasks or concerns for completion within anticipated timeframe.
- Understand the nuances of each unique product or coating and apply knowledge to appropriately adapt methods to ensure the best result possible is obtained.
- Troubleshoot any product issues during production with a keen eye for the balance between successfully fixing issues/saving costs and producing a high quality piece.
- Ensure a safe and clean environment.
- Identify and implement new ways to improve the manufacturing processes to improve the quality and timelines of each product.
- Assist manager and company owners with related projects as they arise.
- Work successfully both independently and within a team environment. Consider the ideas of others and work collaboratively to accomplish assigned tasks.
- Share your passion for both your role and the company with colleagues and external audiences.
- Be accountable and forward thinking in your actions.

QUALIFICATION + SKILLS

- Bachelor's Degree or equivalent relevant work experience
- Reliable, detail oriented and highly motivated.
- Willingness to assist beyond job description boundaries as often the case in small businesses.
- Passionate about the product and role within the company.
- Knowledgeable and experienced enough to step right into a fast paced work environment.
- Demonstrates a proven track record of working within a team environment and independently.
- Passionate about the product and role within the company.