



LOGISTICS COORDINATOR

Under general supervision, plans and implements the complete logistics cycle.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the development and managing of the supply chain.
- Understand and manage the physical movement of product from vendors to warehouse.
- Represent Materials in all inter-departmental communications and acquisitions when necessary.
- Works with internal customers on distribution patterns to make adjustments effectively.
- Responsible for daily, weekly, and monthly reporting and tracking for the Materials team.
- Assist in ordering, tracing and data entry of deliveries.
- Provide administrative support as required.
- Maintains and responds to inquiries.
- Other duties as assigned.

EDUCATION and/or EXPERIENCE

- High school diploma and three years related experience and/or training; or equivalent combination of education and experience.
- Prior scheduling experience preferred
- Advanced knowledge of PC applications, including Excel, Word, and PowerPoint
- Ability to analyze the issues that surround the purchase and distribution of product and resolve conflicts in an effective manner
- Ability to effectively present information to management
- Sound judgment and decision-making skills
- Strong analytical skills

Equal Opportunity Employer