

Position Title:	<i>Logistics Admin Assistant</i>	Department & Cost Center:	Supply Chain and Mfg New York
FLSA Status:	Non-Exempt OR Exempt (Circle One)	Supervisor:	Manager of Logistics
Grade Level: (HR Use Only)		Date Approved by HR:	11/09

Position Overview:

Provide local support for procurement, import, export, transportation and fulfillment in support of local sales companies. This will involve close collaboration with Logistics Coordinators at LNY. This position provides key information and support to product and project managers regarding supply, inventory delivery and order status from vendors to customers. This position works within the established policies and procedures of the global guidelines.

NOTE: THIS POSITION ALSO IS OUR RECEPTIONIST FOR ALL BREAKS AND LUNCHES WHICH EQUATES TO 40% of the FULL TIME SCHEDULE

Essential Duties and Responsibilities:

Provide quality service to Laerdal customers in all assigned tasks while upholding Laerdal values at all times.

Assist Logistics Manager and Logistics Coordinators with tasks including but not limited to:

- Running MRP reports
- Purchase Order entry
- Purchase Order confirmations
- Cycle count entry
- Activities in support of DC-TN
- Vendor invoice processing
- Filing, documentation
- Special projects as set by Logistics Manager

Provide full support for agreed local and global strategies as requested.

Responsibility and Decision Making Authority:

This position is delegated to make decisions based on parameters set by Logistics Coordinators.

Management/Supervisory Responsibilities: N/A
Qualifications/Competencies/Position Requirements:

Knowledge, Skills, and Abilities:

- Provide quality service to Laerdal's internal and external customers in all assigned tasks, while upholding Laerdal Values at all times.
- Good oral and written communication with strong emphasis on follow-up and organizational capability
- Experience with Microsoft Office
- MFG PRO experience a plus

Licensing and Certification: N/A

Working Hours: Monday to Friday, 7 hours daily, during the core hours (8:30 AM – 4:30 PM).

Working Environment: Office

Tools and Equipment Used: MFG/Pro, Excel, Word (Microsoft Office)

Travel: None

Physical Demands:

- Digital dexterity and hand/eye coordination in operation of office equipment.
- Light lifting and carrying of supplies, files, etc.
- Ability to speak to and hear customers and/or other employees via phone and in person.
- Body motor skills sufficient to enable incumbent to move from one office location to another.

NOTE: This document is an outline of the primary tasks assigned and may be changed at the discretion of management, formally or informally, either verbally or in writing. All team members are expected to assist Laerdal in achieving its goals even if such tasks are beyond the scope of this outline. The job description does not constitute an employment contract, implied or otherwise, other than an "at will" relationship and is subject to change by the employer as the needs of the employer and requirements of the job change.



Laerdal™
helping save lives

Must be able to lift and carry 85 pounds.

JOB DESCRIPTION

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