

Job Description

Logistics Coordinator

The Dovetail Logistics Coordinator is responsible for the accurate, timely and cost effective acquisition, receipt and dispersment of materials and services to meet Dovetail project needs. The position is primarily focused on satisfying the needs of customer projects, but occasionally assists in the evaluation and acquisition of materials, tools, rentals, leases and services for internal Dovetail needs.

Duties

The Logistic Coordinator performs the ordering, receiving, and dispersing of materials, services and supplies for Dovetail customer projects. Works with Design and Construction teams to identify job requirements, then contacts suppliers, comparing prices, specifications, and availability to determine the optimum one to utilize, then creates and issues purchase orders or subcontracts, reviews order confirmations to verify accuracy, and responds to internal and supplier inquiries. Maintains purchasing records, produces management reports, tracks the status of requisitions, and receives and stores materials at a Dovetail warehouse or direct to a job site. Pulls and packs materials to ship to a job site per the construction schedule. Reviews vendor invoices prior to payment for accuracy, ensures invoices are assigned to the appropriate jobs, monitors vendor performance. Records in-house inventory transfers for project consumption. The logistics coordinator also determines if inventory quantities for commonly used items are sufficient for the needs of the company, and orders additional quantities as needed.

- Works with Design and Construction teams to develop a materials & services requirements and acquisition plan for contracted jobs. Follows procurement procedures for the ordering, receiving, inspection and tracking of project materials with Dovetail management that optimize quality, cost, and timely delivery criteria.
- Works collaboratively with Dovetail management and the Design team to coordinate supplier selection, performance, and conduct ongoing evaluation. Communicates with suppliers either face-to-face, over the phone or via email to determine prices, discounts, terms, etc. Assists with vendor & product or service comparisons of prospective suppliers to support management decisions.
- Utilizes Dovetail financial systems and MS Office tools to enter, maintain and track purchasing files and records, price lists, the status of requisitions, contracts and orders, locate suppliers, approve bills for payment, monitor subcontractor performance, calculate the cost of orders, ensure invoices are charged to the appropriate accounts, and record inventory transfers to jobs for bookkeeping records.
- Performs the receipt of materials from suppliers either to a Dovetail warehouse or directly to a job site. Kits job materials for multiple concurrently running projects, and loads Dovetail vehicles with correct project materials and tools for each job based on the planned construction schedule. Prepares and verifies job packing lists and counts for each shipment, and provides a packing list to the installation crew for all material shipped to a job site. Unloads vehicles upon return from jobs and tracks all issued and returned materials, tools and equipment.
- Store and track temporary storage of project materials and general inventories at various company and/or independent warehouse locations. Ensures maintenance of accurate records for all stored materials, and the safe, secure and orderly upkeep of Dovetail warehouses.

- Assist management in the optimization of our material and supplier portfolio – that is what materials should be bought in bulk and consumed as needed from inventory by projects, and which materials are best to acquire as needed for specific projects from supplier warehouses. Establishes stocking criteria, replenishment levels, inventory management, and tracking and reporting procedures.
- Collaborate with management in the negotiation of contracts and lines of credit with suppliers and subcontractors.
- Support, and in some cases lead, cost reduction efforts.
- Prepare and communicate to the Sales, Design and Construction teams component availability, lead times, model transitions, and cost roadmaps for key materials.
- Process and track component returns, damage replacements, and warranty claims.

Skills & Prerequisites

Bachelor's degree and minimum of one year of direct procurement/logistics experience required.

Familiarity with mechanical and electrical components used in solar and wind energy systems. Well developed knowledge of the renewable energy industry and its material and supply base a plus.

Understanding of construction industry processes and procedures with hands on experience in procurement, logistics or construction.

Strong time management skills. Outstanding communication skills. Needs to communicate effectively with supervisors and co-workers. Strong teamwork and analytical skills. Ability to manage multiple concurrent tasks, work under pressure with challenging deadlines while delivering high quality results.

Must have good computer skills. Should be facile with MS Office tools, and experience with or ability to quickly learn financial, procurement and inventory management software. Able to readily utilize web and search technologies to enter, access and retrieve data. Requires basic understanding of business accounting and transactions. Should be able to process information in the form of computing financial data, compiling information for financial reports and verifying data from invoices.

Work Environment

This is an hourly position. Typically work 30 to 40 hours a week, with additional hours, as necessary. Occasional travel required to visit customer project sites, suppliers, and other Dovetail offices.

- We offer competitive compensation and employee profit sharing. Benefits include healthcare insurance, dental insurance, life insurance, optional Health Savings Accounts (HSAs), paid holidays and personal time off, as well as, support for job related continuing education and certifications.
- We are an Equal Employment Opportunity (EEO) firm. We value a diverse workforce, and do not discriminate on the basis of race, color, sex, religion, national or ethnic origin, age, disability, sexual orientation, political affiliation, or veteran status.