Logistics Company Job Profile

**Job Title: Logistics Coordinator**

**Location:** Corporate Headquarters, Logistics City, State, ZIP
**Department:** Operations
**Reports To:** Operations Manager
**Position Type:** Full-time
**Salary Range:** $40,000 - $55,000 annually, depending on experience

**Job Summary:** The Logistics Coordinator is responsible for managing all aspects of shipping routes and delivery, specifically with regard to customer satisfaction. As a logistics coordinator, you will plan routes, analyze budgets, and process shipments. The successful candidate will be able to ensure efficient and cost-effective supply chain operations while maintaining high standards of customer satisfaction and adhering to regulatory requirements.

**Key Responsibilities:**

* Coordinate and monitor supply chain operations.
* Ensure premises, assets, and communication ways are used effectively.
* Utilize logistics IT systems to optimize procedures.
* Recruit and coordinate logistics staff (e.g., truck drivers) according to availabilities and requirements.
* Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs.
* Communicate with suppliers, retailers, customers, etc. to achieve profitable deals and mutual satisfaction.
* Plan and track the shipment of final products according to customer requirements.
* Prepare accurate reports for upper management.

**Qualifications:**

* Proven experience as a logistics coordinator or in a similar role.
* Experience in customer service will be appreciated.
* Ability to work with little supervision and track multiple processes.
* Computer-savvy with a working knowledge of logistics software (ERP).
* Outstanding organizational and coordination abilities.
* Excellent communication and interpersonal skills.
* BSc/BA in business administration, supply chain management, or relevant field.

**Benefits:**

* Health, dental, and vision insurance.
* Retirement plan options.
* Paid time off including vacation days, sick days, and holidays.
* Opportunities for on-the-job training and yearly professional development.
* A supportive team environment in a reputable company.

**How to Apply:** Interested candidates should submit a cover letter and resume via email to hr@companydomain.com. Please reference "Logistics Coordinator Position" in the subject line of your email.