

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.