



GlobalTradeJobs

Full Job Description

Would you like to have an interesting and versatile role in the front line of technology? We're now looking for a service-oriented colleague as our new Logistics Coordinator! You will be a part of our small but effective team in Brooklyn, NY. Your tasks include coordinating shipments and preparing relevant documents, communication with different stakeholders and providing general support in logistics matters, ensuring efficient and accurate material flow both in-house and to customers.

To succeed in this role, you need to have a degree and previous work experience in logistics. Understanding of the import, export and customs regulations and procedures especially in the US, will help you in your daily work. During stressful situations, you can maintain your quality focus and you can clearly prioritize your work. You can manage your tasks independently, while being a positive team player. Our organization is growing fast, and we continuously develop our way of working. This role provides you an opportunity to join us in that path and grow yourself as a professional in an international environment with wide-range expertise. Applicants need to be legally authorized to work in the USA.

Main responsibilities:

- **Coordinating shipments and preparing relevant documents**
- **Information updating in ERP system**
- **Communicating with forwarders and customers**
- **Providing general support and information in logistics matters**

What we expect from you

- **Degree in related field**
- **Experience in shipping/logistics coordination**
- **Experience from an international environment**
- **Strong IT skills**
- **General knowledge of import and export and customs procedures in the US**
- **Knowledge of ERP systems**
- **Good communication skills**
- **Fluency in English**

We also appreciate

- **Mindset for excellent customer service**
- **Ability to work independently and meticulously**
- **Problem solving and positive attitude**
- **Good organizing skills**
- **Interest in developing working methods and processes**

Send your Resume/CV and 1-page cover letter with a salary expectation by February 10th, 2023. Interviews will be held from the beginning of the process and the positions will be filled once suitable candidates are found.

For more information, please contact: sauli.sinisalo@bluefors.us or annika.ordenana@bluefors.us

