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Full Job Description

Job Title: Export Logistics Coordinator I

Department: Operations - Logistics

Supervisor: Director of Logistics

Status: At-will, Full Time, Non-Exempt

WC Code: 8810 - Clerical/Office

EEO Class: 5 - Admin Support Workers

Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m., with after-hours as needed

Websites: <http://www.assemi-group-careers/>

Compensation: Commensurate with experience. Exceptional benefits package, including health, dental, vision, life, retirement, and daycare benefits.

Summary of Functions:

The Export Logistics Coordinator I is responsible for managing all aspects of shipping routes and delivery, specifically regarding customer satisfaction. Customer satisfaction is a top priority for the Export Logistics Coordinator I as this is how business remains successful. Additionally, the Export Logistics Coordinator II is well-versed in supply management principles and practices.

Responding immediately to customer questions, complaints and notifying customers of any delays in the delivery schedule is essential to this position.

Primary Duties and Responsibilities:

Process transactions through the ERP system up to but not limited to order confirmations, transfer orders, shipments, etc.

Work with co-processor to balance requests for shipment and ensure timely shipment of orders. Includes preparing of co-processor documents.

Communicate status of orders and shipment schedules internally and externally as needed.

Provide support in completing paperwork and documentation such as shipping packets, Phytosanitary Certificates, Commercial Invoice, etc. for ongoing shipments.

Responsible for the review, verification, and reconciliation of shipping documents.

Manage sample request, track status of sample shipments and manage sample shipment costs.

Establishes good working rapport and communication with all departments, including TPC customers and/or vendors.

Coordinates with all functions involved in the customer supply chain including logistics, customer service processes, order fulfillment, and documentation preparation.

Work directly with ocean carriers, Freight forwarders and NVOCC as needed to secure bookings.

Submit direct AES filing and shipping instructions.

Assist with clerical duties such as filing, photocopying, and faxing.

Provide support in the maintenance of electronic filing system for administrative documentation that guarantees swift retrieval of requested documents.

As needed, assist with preparing reports and presentations
Understand and follow all GMPs, Food Safety, and General Safety rules and regulations

Minimum Requirements

1-3 years of applicable experience
Working knowledge of DOT and FMC is highly preferred
Experience creating BOL's or other export freight documentation
Experience with freight forwarders or NVOCC's is preferred, but not required
High degree of professionalism and confidentiality
Demonstrated proficiency in Microsoft Office and related software programs
Microsoft Excel proficiency required

Qualifications:

Excellent attention to detail and organizational skills
Excellent written and verbal communication skills
Analytical and detail-oriented
Ability to multi-task and meet deadlines
Ability to work in a fast-paced, multi-entity, and multi-cultural environment
Ability to prepare and edit correspondence, reports, and presentations
Ability to communicate in a clear, friendly, professional, and proactive manner

Supervisory Responsibility:

None

Work Environment:

This job operates within the professional office environment and in the field while working at the processing plant. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. Additionally, this job is exposed to mechanical parts, working in high exposed places, various weather conditions, and loud noise.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands and fingers to handle or feel; and reach with hands and arms. The employee is frequently required to sit. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Position Type/Expected Hours of Work:

This is a full time at will position, and work hours are typically Monday through Friday 8:00 a.m. to 5:00 p.m. Occasional evening and weekend work may be required as department needs demand.

Travel:

Travel will be limited to local travel for trainings.

Work Authorization:

Must be eligible to work in the United States

This job description documents the general nature and level of work but is not intended to be a comprehensive list of all activities, duties, and responsibilities. Job incumbents may be asked to perform other duties as required.