



JOB DESCRIPTION

POSITION:	Logistics Coordinator	FLSA EMPLOYMENT STATUS:	
DEPARTMENT:	Operations	Regular	
REPORTS TO:	President	Temporary	
LOCATION:	Kent, OH	Full-Time	X
PREPARED DATE:	July 19, 2022	Part-Time	
		Intern/Trainee	

R.W. Martin is looking for a competent Logistics Coordinator to manage and facilitate all shipping, receiving, and supply operations for our team. Your primary role will be to manage all parts, equipment, supply, and logistics planning for the company. Key assets for our Logistics Coordinator include high-level communication and negotiation skills, buy-in to a team atmosphere, and willingness to improve constantly. In addition, the individual is well-versed in supply chain management principles and practices. The ideal candidate will operate with a customer-focused approach and be a reliable partner for their teammates. Our goal is to be the partner our customers rely on and ensure the smooth operations of various channels.

Responsibilities

- Coordinate and monitor supply chain operations
- Familiarity with UPS/Fed Ex/LTL Shipments
- Ensure premises, assets, and communication ways are effective
- Utilize logistics IT to optimize procedures
- Basic shop skills of wrapping and loading shipments, forklift certification
- Supervise orders and arrange the stocking of raw materials and equipment
- 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
- Keep logs and records of warehouse stock, executed orders, etc.
- Prepare accurate reports
- Proactively identify and analyze process improvements within existing business processes.

Skills and Abilities

- Proven experience as a logistics coordinator
- Understanding of large equipment logistics and ability to coordinate shipments
- Experience in customer service
- Knowledge and/or ability to learn laws, regulations, and ISO requirements
- Ability to work with little supervision and track multiple processes.
- Computer-savvy with working knowledge of ERP software, SAP experience a plus
- Outstanding organizational and coordination abilities
- Experience in Industrial Distribution
- Strong attention to detail and accuracy
- Excellent communication and interpersonal skills

Compensation and Benefits:

- Competitive starting salary based on experience along with commission and bonus potential.
- Health Insurance, including Medical, Dental, and Vision
- 401k plan
- Paid Vacation and Holidays

THIS JOB DESCRIPTION MAY NOT BE ALL INCLUSIVE AND EMPLOYEES ARE EXPECTED TO PERFORM ALL OTHER DUTIES AS ASSIGNED AND DIRECTED BY MANAGEMENT. JOB DESCRIPTIONS AND DUTIES MAY BE MODIFIED WHEN DEEMED APPROPRIATE BY MANAGEMENT.

R.W. Martin is an equal opportunity employer that is committed to diversity and inclusion in the workplace. Accordingly, we prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. R.W. Martin makes hiring decisions based solely on qualifications, merit, and business needs at the time.