



JOB DESCRIPTION

Job Title: Logistics Specialist	Status: Full Time
Department: Operations	Reports To: Director of Supply Chain
Revision Date: October 2023	FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt

Position Overview

As a member of the Operations team the Logistics Specialist role provides purchasing and operational support, ensures profitable and timely transportation of products, and drives cost reduction through effective sourcing and price negotiations.

Essential Job Functions

- Review and negotiate freight forwarders contracts or terms and conditions to enforce mutual compliance
- Review annual freight forwarder spend and negotiate cost savings based on common lanes and volume projections annually
- Understand capacity planning for LCL vs. FCL ocean shipments
- Quote all international shipments, reconcile quote to invoice to ensure accuracy and review and resolve discrepancies
- Assess shipping cost to determine when freight surcharges are applicable
- Review shipment terms with each manufacturer for best business practices and value, FOB, EXW, CIF, DDP, DAP, etc.
- Solicit and review shipping and export documents required for international shipments, CI, PL, ISF, BOL, Arrival notices, etc.
- Prepare and organize shipping and export documents required for international shipments outbound based on export criteria
- Assist parties in import/export clearance by providing customs paperwork/declarations for shipment transactions
- Coordinate with shipping forwarders to obtain and update the shipment tracking information for shipments
- Review customs entry packets for tariff accuracy and resolve discrepancies, work with forwarders on PSC or other correction methods, confirm tariff set up in ERP system
- Maintain the item records for COO and US HTS codes, work with suppliers/manufacturers to correctly code items
- Arrange and negotiate road, sea, or air freight rates with carriers when needed
- Verify product delivery dates, warehouse arrivals, request expedites, and update ERP with current delivery data as it becomes available
- Understand product packaging to achieve best pricing opportunity on shipments
- Ensure compliance with safety, security, regulatory, and company policies
- Review domestic and international accounts for UPS, FedEx, DHL
- Maintain current knowledge of market conditions that affect overall cost, shipment durations and arrivals of products
- Communicate with sales/service and other functional areas to resolve customer problems in a timely manner
- Present and communicate logistics procurement data to all levels of management



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- Perform other tasks within International Deployment and Logistics team, as and when needed
- Build and maintain positive, long-term supplier relations
- Perform other duties as requested in purchasing
- Identify best practices and document related processes

Non-essential Job Functions

- Balance, execute and prioritize both routine and analytical tasks
- Understand the importance of transaction records
- Maintain a clean, neat, and orderly work area
- Other duties as assigned

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Advanced level of knowledge in the logistics market with demonstrated expertise in sourcing, negotiation, contract development, terms and conditions, and process improvement
- Experience with international paperwork including customs and tariff knowledge
- Technical aptitude to work with Excel, ERP, external portals
- Must possess strong business acumen and proven negotiation skills
- Can conform to shifting priorities, demands and timelines through analytical and problem-solving skills
- Ability to meet tight deadlines while maintaining best practices
- Reacts to adjustments and alterations promptly and efficiently
- Strong oral and written communication skills, including effective negotiation skills
- Helps to affect change and expects success; anticipates possible outcomes and plans carefully to avoid the possibility of failure
- Possesses an inquisitive nature that is open to learning from all sources
- Possesses integrity and clearly defined values, a demonstrated understanding of the importance of honesty, fairness, and civility
- Detail oriented and organized in professional pursuits
- Excellent team skills – works well with peers and other departments to achieve the company's objectives

Education/Experience

Bachelor's Degree in Purchasing, Supply Chain Management, Logistics, Business or related, or equivalent experience. 6+ years progressively responsible professional experience in a global procurement environment.

Language Ability

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.



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Math Ability

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages. Ability to apply concepts of basic algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical.

Reasoning Ability

Ability to adapt to challenging situations as well as have the ability to balance, execute and prioritize both routine and analytical tasks. Ability to define problems, collect data, establish facts, and draw valid conclusions.

Computer Skills

Must be computer literate, able to operate Microsoft Office specifically Excel and Word. Prefer experience with ERP software, NetSuite.

Certificates/Licenses Required

N/A

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Supervisory Responsibilities

N/A

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment consists of an indoor, climate-controlled atmosphere. Noise level in the office is quiet to moderate. Noise level in the warehouse is moderate and occasionally loud.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position frequently requires the employee to stand, sit and walk. The employee is frequently required to use hands to finger, handle, or feel, reach with hands and arms, and talk/hear. Physically able to lift 50 pounds and move inventory as required.

Travel

This job has limited travel requirements.

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