

Logistics Coordinator

Job Number: DOS003J

Description

As a Logistics Coordinator with HRSS, we offer you the opportunity to work on challenging, exciting, and substantive assignments to support deployed personnel, so they may concentrate on the mission. You will be responsible for coordinating procedures for the flow of operations to maximize customer satisfaction and minimize cost.

Principal Accountabilities:

Position will coordinate procedures for the flow of operations to maximize customer satisfaction and minimize cost

Receive, issue, and monitor material

Coordinates the flow of construction, operations, and maintenance between departments, which includes: checking documents for accuracy, preparing documents for customs clearance, follow-up and delivery to customer

Communicate shipment status with business departments, forwarders, steamship lines and truckers

Fully research and respond to customer issues/problems

Report and update status to the relevant project/site managers on a daily/weekly manner

Introduce requests for agreement for special needs with shipping companies

Other duties as assigned

Qualifications

Knowledge & Skills:

Organized, dedicated and reliable

Strong verbal and written communication skills

Familiar with operating MS-Office programs, Word, Excel, Power Point

Physical Requirements:

Living and working conditions at the assignment location could be remote and uncomfortable. Long hours, exposure to weather and hazardous conditions. Personnel should be aware of moving on short notice and under adverse conditions.

Experience:

Typically, a minimum of two (2) years of experience in Logistics/Inventory management

Education:

High School diploma or equivalent

To apply for this job please send your resume to Dawn.Toro@hrsslc.net