



Logistics Coordinator(SYS-18541)

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| Published Role Title | Transportation Clerk |
| Location | Hanover, Pennsylvania |
| Salary & Benefits | Non-Exempt - Full Time with Benefits |

Job Advert Description The Logistics Coordinator will support a multi-shift and site operation for inbound and outbound Transportation activities. Responsible for creation of outbound shipments and effectively collaborating with Customers' Transportation Apparatus, Logistics Operational teams to build loads, prepare necessary documentation for outbound shipments and ensure Yard activities are running smoothly.

Core Accountabilities:

1. Create, distribute and file daily bills of lading and supporting documentation. Update and maintain all Transportation logs and Reports in designated shared folders
2. Build outbound shipments according to Customer Profiles or shipping instructions and in accordance with published Operational Master Schedule, Schedule pick-ups and appointments using preferred customer communication vehicle
3. Complete daily compliance related tasks using multiple systems provided and communicate relevant carryover tasks as part of shift transition
4. Process export paperwork and use third party systems when required to update required information to ensure compliance with US Customs and other government agencies
5. Support Inbound activity with timely and accurate updates on multiple systems concerning last mile milestones; Inspect and validate inbound cargo deliveries following SWI and engage FTZ administrator for discrepancies.
6. Ensure SAP ASNs are bridged into WM systems ahead of Container deliveries to yards and initiate resolution with IT and other team member if gaps exists
7. Create SAP shipments for non-compliance receipts, monitor bridge to WM systems and notify Receiving leads when ASNs can be worked; maintain tracking log of non-compliance activity
8. Adhere to all safety policies and procedures.
9. Special projects or other tasks as assigned by Supervisors

Essential Knowledge:

- High School Diploma, GED or equivalent Work Experience
- Proficient in Microsoft Office products (Word, Excel)
- Knowledge of warehouse management systems preferred

Successful Experience:

- 1 plus years' experience in the transportation industry
- 2 plus years' of experience in Customer Service or Warehousing function

Technical Skills:

- Multi-Tasking and Organizational Skills
- Good Interpersonal Skills
- Communication Skills
- Good Mathematical Skills
- Analytical Skills

Competencies (Behaviors):

- Ability to multi-task and prioritize work while being focused in fast paced environment
- Reasoning/problem solving ability
- Excellent attention to detail and follow through of tasks
- Ability to work independently as well as under direction of supervisor
- Able to collaborate well with others in and outside of department
- Excellent verbal and written communication skills
- Flexibility with schedule, with planning, to work overtime as needed or on different work schedule
- Dependable