



Job Description

Job Title: Logistics Coordinator

Location: Elizabethtown, KY

Reports To: Plant Manager/Materials Manager

Wage: Salaried (Exempt)

Classification: Full Time

Division: Logistics/Warehouse

Name: _____

Reporting and Responsibilities

Reporting to the Plant Manager, the Logistics Coordinator is responsible for managing all aspects of shipping routes and delivery, specifically with regard to customer satisfaction including facilitating the supply chain operations.

Additional Responsibilities may include but are not limited to:

- Coordinating and monitoring supply chain operations.
- Customer-oriented approach.
- Reviews freight costs, transportation rates, and/or the prices of raw materials to keep costs down.
- Respond immediately to customer questions and complaints and for notify any delays in the delivery schedule.
- Takes steps to avoid quality control issues.
- Makes sure warehouse capacity is kept at optimal levels.
- Streamlines shipping and transportation processes.
- Track and analyze mis-shipments to ensure accuracy in the future.
- Manages activities throughout the order fulfilment and transportation cycle to make sure established deadlines are met
- Arrange transportation and orchestrate deliveries to meet customer demand with little to no delay.
- Ensure supplies, stock, materials, packages, and/or products are processed through the delivery and/or warehouse system efficiently and safely.
- Utilizing ERP system to optimize shipping and transport procedures
- Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs
- Other duties and responsibilities as assigned

Requirements

- BS in Supply Chain Management, or relevant field
- 3-5 years experience
- Knowledge of laws, regulations and ISO requirements
- Inventory maintenance experience a plus
- Computer-savvy with a working knowledge of logistics software (ERP) {Oracle}
- Ability to analyze data and opportunities for process improvement
- Ability to work with little supervision and track multiple processes
- Outstanding organizational and coordination abilities
- Excellent communication and interpersonal skills
- Forktruck ability
- Ability to work well in a fast-paced environment

Core Competencies

- Understanding of GMP
- Understanding of work based instructions
- Technical and Behavioral Skills/Analytical
- Good manual skills
- Computer Skills
- Attention to detail
- Team Player

- Numerical skills
- Interact with persons of various social and cultural backgrounds.
- Communications skills
- Drive
- Strong Knowledge of ERP
- Problem Solving Skills

Working Conditions

- Must wear proper PPE
- Exposure to moving machinery
- Perform effectively under conditions of fluctuating workload; must respond accordingly
- Experience with warehouse related duties or manufacturing duties.
- Must have Forklift certification.

Physical Demands

- Must climb up one step frequently up to 20 feet.
- Alternate stand/sit frequently
- Lifting up to 50 lbs.

EEO statement

Flex Films is an Equal Opportunity Employer encouraging diversity in the workplace. All qualified applicants will receive consideration for employment without regard to their race, color, creed, religion, national origin, citizenship status, ancestry, sex, age, physical or mental disability, marital status, family responsibilities, pregnancy, genetic information, sexual orientation, gender expression, gender identity, transgender, sex stereotyping, protected veteran or military status, and other categories protected by federal, state or local law.

Employee Name Printed

Employee Signature / Date

Team Leader / Manager Signature Date