



### Job Description

<b>Job Title</b>	Logistics Coordinator
<b>Department</b>	Manufacturing
<b>Reporting Manager</b>	Procurement and Material Planning Manager
<b>Company</b>	Dunham-Bush USA LLC
<b>Location</b>	Homestead, Florida
<b>Date Updated</b>	July 5 <sup>th</sup> , 2023

#### **General Summary:**

The Logistic Coordinator plans, schedules, coordinates, and analyzes the efficient distribution of products throughout multiple locations. The individual ensures proper inventory management and reconciliation processes are followed, as well as making recommendations designed to improve business results for all inventory related activities.

#### **Principal Responsibilities:**

The essential functions include, but are not limited to the following:

- Ensuring adequate supplies of product and equipment
- Reconciling inventory results on a daily, weekly, and monthly basis
- Leveraging and implementing best practices driving continuous inventory improvements
- Improving business results for all inventory-related criteria
- Communicating proactively with internal customers by providing accurate and timely information on inventory status and cost of goods purchased
- Validating shipment, receipt, and invoices for all products received and shipped.
- Developing strong working relationships with internal and external customers including the Management, carriers, supply chain, and vendors
- Delivering timely communications on exceptions, changes to the facility/transport environment, problem resolution, and equipment/service needs; provides input to resolve capacity and service needs.
- Representing a critical on-site presence to internal customers, and maintaining a proper professional approach in all types of interactions
- Keeping current on the transportation management systems abilities and shortcomings
- Performing other duties as assigned



### **Knowledge, Skill, and Ability Requirements:**

- High School Diploma or equivalent; bachelor's degree preferred.
- Two to three years of work experience preferred in logistics/transportation operations.
- Proficient in MS Office including Excel, Access, and Word, SAP is a plus.
- Ability to work independently with minimal supervision.
- Strong organizational and time management skills to prioritize multiple demands.
- Strong analytical skills with attention to details
- Strong verbal and written communication skills
- Exceptional work ethic, energy, and drive
- Demonstrates alignment with company's code of ethics.

### **Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions. While performing the duties of this job, the employee is regularly required to talk or listen. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to commercial moving vehicles, large machinery, moving mechanical parts, fumes or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate.

### **Education Requirements:**

- High School Diploma or equivalent; bachelor's degree preferred.

***Dunham-Bush is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.***