

Job Title: Logistics Specialist

Job Requirements:

- Bachelor's degree in Business Administration, Economics or related fields
- Proficiency in MS Office (especially Excel, PowerPoint, and Access) and experience in SAP
- Flexibility to work well in a dynamic , sometimes stressful and demanding team environment
- Ability to analyze and evaluate data
- Ability to comprehend and respond quickly
- Good decision-making and communication (oral and written) skills
- Detail and solution oriented

Job Description:

- Operating all transportation related issues,
- Recommending optimal transportation modes, routing, equipment or frequency,
- Creating procedures for logistics operations,
- Participating in carrier management processes, such as selection, qualification, or performance evaluation,
- Negotiating transportation rates or services,
- Analyzing all aspects of corporate logistics to determine the most cost-effective or efficient means of transporting products,
- Insures proper documentation, including transit documents and customs clearances, exists for shipments. Ensure documentation is accurately processed, distributed and released to carrier, forwarders, customers and agents in a timely manner,
- Prepare all necessary data entry and confirmation of key milestones (departure, arrival, customs clearance etc.),
- Maintain courteous, prompt and efficient customer relations,
- Plans and schedules appropriate modes of transportation based on daily needs. Schedules the appropriate service line for the situation (across all modes and all trade lanes) to maintain a cost effective balance between customer service and cost of shipment,
- Works closely with client's representative to ensure service satisfaction. Analyzes service failures/ issues and implements performance processes to enhance future service delivery'
- Develops standardized process for clients, report requirements, system's needs, and compliance requirements,
- Provides training and handoff to team to ensure they are properly servicing customers based on established requirements,
- Responsible for resolving all internal and external client customer service issues in a cost effective and expeditious manner.