



## **Logistics Supervisor**

The Logistics Coordinator ensures that pallet orders leaving our warehouse are coordinated with our customers and freight companies. They are a liaison between our customers, the Logistics Manager, and freight companies.

### **Responsibilities:**

- Learn the details of how Elite OPS processes freight shipments including but not limited to documentation, WMS transactions, Routing Guides, billing types, pick up times, etc.
- Become proficient in processing Bill of Lading requests with multiple freight companies
- Work closely with the internal and external customers to provide a conduit of communications so that orders are shipped on time and in line with customer expectations
- Learn and understand Elite OPS WMS and Microsoft computer software
- Detail oriented especially regarding daily tasks and computer management
- Must be able to prioritize tasks
- Team work is essential to problem solving with customers, vendors and internal departments
- Ability to act quickly and with accuracy under pressure
- Excellent communication skills are required for handling face-to-face, phone call and email

### **Position Type/Expected Hours of Work**

Full-time hourly Monday through Friday, 8:00 a.m. to 5 p.m. This position can periodically require long hours or weekend work.

### **Preferred Education and Experience**

- College education
- Warehouse and logistics experience