

## 1. SUMMARY

This Freight Coordinator position will be part of the Shipping Department responsible for the scheduling, coordinating, and optimizing of Customer shipments from vendors and Schletter facilities. This position can and may include all or some of the duties and responsibilities listed below.

## 2. PRIMARY RESPONSIBILITIES

- Coordinate the efficient and effective pick up of scheduled shipments from Schletter's facility(ies) and/or vendors for delivery to the customer
- Optimize shipping routings by identifying all potential modes and their service times and costs
- Communicate routing options based upon cost and service for shipment to our customer's locations or suppliers
- Obtain proper means of delivery for all outbound shipments
- Prepare documents, such as delivery notes, bills of lading, and shipping orders to route materials
- Commission orders for outgoing delivery in SAP
- Contact carrier to make arrangements and to issue instructions for shipping and delivery of materials
- Coordinate import/export of goods
- Coordinate deliveries of company/supplier products to the customer
- Track and trace shipments in transit and report any issues to the Shipping Manager
- Identify issues that may delay the targeted delivery time of the in transit shipments and work to resolve these issues in the day to day operations of the supply chain
- Monitor and report carrier provider performance metrics and issues to the Shipping Manager
- Monitor the quality, quantity, cost and efficiency of the shipments.
- Keep track of delivery status and communicate that status to the Accounting Department for invoicing
- Coordinate the activities of the shipping team

## 3. KNOWLEDGE AND SKILL REQUIREMENTS

- High school diploma or GED equivalent required, Bachelor's degree preferred.
- 1+ year of experience in Logistics, Supply Chain, or Operations preferred.
- Proficiency in Microsoft Outlook, Word, Excel required
- Experience with SAP highly preferred
- Experience with national and international shipments required
- Strong customer service and interpersonal skills
- Internet research abilities required
- Must have strong time management skills
- Excellent and effective communication skills (verbal and written)
- Must be able to prioritize tasks and have strong follow-up skills
- Must be willing to accept accountability and work well within a team

- Must be able to work effectively under pressure and perform duties under stressful situations
- Strong attention to detail required
- Free Trade Zone Agreement knowledge highly preferred

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.