



JOB DESCRIPTION

POSITION TITLE: Logistics Lead
REPORTS TO: North America Regional Head
DEPARTMENT: Logistics
FLSA STATUS: Exempt

POSITION SUMMARY

The Logistics Lead supports customers by providing an operational interface between Vessel Operations, Ocean Terminals, Railroads, Third-Party Agencies, and other Transport vendors, and managing container transportation to and from the ocean terminal and rail ramp as needed. This role is required to manage costs responsibly and work closely with team members, and other departments to achieve team and company goals. The ideal candidate will desire to thrive in an early-stage Shipping Line environment through self-motivation, and maintaining a positive attitude, being adaptable, and being a quick learner.

ESSENTIAL FUNCTIONS

- Manages equipment and operational costs through effective interactions with customer load sites, railroads, container storage facilities, trucking companies, and ocean terminals.
- Coordinates import and export loads with trucking companies and 3PLs.
- Builds relationships with industry partners to enable strong negotiations and supplier management.
- Tracks claims and works with relevant departments until resolution.
- Monitors all aspects of the movement of cargo and equipment by utilizing different systems and technology as needed.
- Maintains strong communication channels with internal groups including Customer Service, Sales & Marketing, Accounting, Vessel Operations, Pricing, and others.
- Support the operation of different Swire Projects endeavors such as the Transpacific Liner Service, 53' Container services, project cargo, breakbulk and bespoke shipments.

SUPPLEMENTAL FUNCTIONS

- Performs other duties as needed and/or assigned.

KEY WORK RELATIONSHIPS

The Logistics Lead will work closely with many employees and partners and will require a demonstration of strong competency and exemplary trustworthiness. The incumbent will coordinate and collaborate with other customer service team members, the logistics team, and other leadership team members. The incumbent must be respectful of individuals with different cultural differences and personalities. This position will also interact with customers and suppliers on a regular basis.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent.
- Bachelor's degree (preferred) or a minimum of three (3) years of business experience in Marine Transportation or Customer Service.
- Experience with Microsoft Office products.
- Must be able to travel domestic and international as required.
- This position requires the ability to work on nights and weekends regularly.
- Must be able to obtain and maintain a Transportation Worker Identification Credential (TWIC)

KNOWLEDGE, SKILLS, AND ABILITIES

- **Must be able to work nights, weekends, and holidays on a regular basis.**
- Being able to work and thrive in a fast-paced environment and identify, adapt, and respond quickly to challenges.
- Strong written and verbal communication skills.
- Strong prioritization skills and ability to balance multiple tasks successfully.
- Excellent teamwork skills and a great attitude.
- Effective decision-making and problem-solving skills.
- Self-motivated and organized.
- Accurate data entry and prompt processing of invoices and claims.
- Ability to manage a high volume of phone and email transactions.
- Consistent and prompt attendance and availability.
- Familiarity with the maritime and/or transportation industries desired but not required.

PHYSICAL DEMANDS

To successfully perform the essential duties of this position, an individual must be able to sit or stand for prolonged periods at a desk, and at maritime facilities, and aboard cargo ships. This includes working in different temperature ranges, Night, or Day, and may require at times the need to climb ladders and stairs with a bag or backpack.

LIMITATIONS AND DISCLAIMER

The above position description is meant to describe the general nature and level of work performed; it is not intended as an exhaustive list of all duties, responsibilities, and required skills for the position. Swire Projects employees will be required to follow any other position-related instructions and to perform other duties requested by their supervisor in compliance with Federal and State laws. Requirements are representative of minimum levels of knowledge, skills, and/or abilities necessary to perform each duty proficiently. Continued employment remains on an "at-will" basis.