

JOB DESCRIPTION

POSITION TITLE: Logistics Coordinator
REPORTS TO: Logistics Team Lead
DEPARTMENT: Logistics
FLSA STATUS: Non-exempt

POSITION SUMMARY

The Logistics Coordinator supports customers by providing safe, clean equipment for export shipments, and managing container transportation to the load port as needed. This role is also responsible to manage costs responsibly and work closely with their lead, team members, and other departments to achieve team and company goals.

ESSENTIAL FUNCTIONS

- Manages equipment costs through effective interactions with customer load sites, railroads, container storage facilities, trucking companies, and ocean terminals.
- Coordinates export loads with trucking companies and load sites.
- Builds relationships with industry partners to enable strong negotiations and supplier management.
- Manages and maintains necessary container inventory levels, including forecasting incoming supply and demand up to six weeks in advance.
- Monitors and communicates export shipment status. Proactively resolves anticipated service failures, where possible.
- Maintains strong communication channels with internal groups to include Customer Service, Sales & Marketing, Accounting, Vessel Operations, Pricing, and others.

SUPPLEMENTAL FUNCTIONS

- Performs other duties as needed and/or assigned.

KEY WORK RELATIONSHIPS

The Logistics Coordinator will work closely with many employees and will require demonstration of strong competency and exemplary trustworthiness. The incumbent will coordinate and collaborate with other customer service team members, the logistics team, and other members of the leadership team. The incumbent must be respectful of individuals of 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 business experience in Transportation or Customer Service.
- Experience with Microsoft Office products.
- Must be able to travel domestic and international as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong written and verbal communication skills.
- Skill in being flexible and able to handle changing priorities over multiple priorities, tasks, and situations.
- Strong prioritization skills and ability to balance multiple tasks successfully.
- Excellent teamwork skills and great attitude.
- Ability to quickly respond in a consistently changing work environment.
- Effective decision-making and problem-solving skills.
- Self-motivated and organized.
- Accurate data entry and prompt invoice processing.
- Ability to prioritize and manage multiple tasks in a fast-paced environment.
- Ability to manage 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 sit or stand for prolonged periods at a desk. The work environment consists of exposure to physical conditions typical of a normal office environment. Most of the job is performed while sitting, although the work may require occasional standing or walking and/or the lifting and carrying of small objects up to approx. 25 lbs. Reasonable accommodations may be made to assist individuals with disabilities to perform essential position functions. Due to the nature of work required by this position, at times, business needs will dictate additional hours over a standard 40-hour work week.

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. Westwood Shipping Line 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.

COMPANY SUMMARY

Westwood Shipping Lines is owned by Swire Shipping, part of the Swire Group. Westwood operates a fleet of vessels in the North Pacific, providing marine transportation between the Pacific Northwest and North Asia. The international shipping company generates \$400M in revenue. The corporate office is in the South Hill area of Puyallup, Washington.

Our approach to success is our personal service and versatility combined with reliable schedules and superior handling capabilities to safely transport your cargo. Oversized cargo, containers, breakbulk, and forest products sail together on Westwood ships. Our flexible ship design permits safe and efficient handling of all types of cargo – no matter how bulky or fragile.

Westwood's people make the difference. Our dedicated customer service and delivery teams provide a personalized approach that is unique in today's transportation environment.

Please visit the website at: wsl.com