

Logistics Coordinator

Guardian handles shipments across a vast region and requires a skilled logistics coordinator to ensure our supply chains run smoothly. We're looking for a candidate with an eye for detail, a keen analytical mind, and the ability to handle a system with numerous moving parts. This often-high-pressure position will require candidates to perform at the apex of their abilities. Our goals are to make our processes as efficient as possible and keep our customers informed and happy with our services.

Objectives of this role

- Monitor shipments in real time with our TMS
- Engage in regular communication with clients
- Ensure timely schedules for orders
- Maintain accurate and consistent records
- Address errors to promote customer satisfaction
- Manage inventory databases as required

Responsibilities

- Coordinate timely and accurate shipments
- Ensure accuracy of orders and shipping documents
- Identify and fix shipping errors
- Receive orders and add to the TMS when needed

Skills and qualifications

- Strong communications skills
- Excellent organizational capacity
- Research and analysis skills
- Collaborative attitude
- Solution-oriented mindset
- Lateral-thinking ability

Preferred qualifications

- Ability to use data in making logistics more efficient
- Comfort using common logistics management software
- Strong customer service multi-tasking capabilities
- Understanding of both warehouse and transportation management

Work schedule & Compensation

- Normal work schedule is M-F – 0830-1700
- Flexibility in this position will be required
- Pay is based on experience
- Pay is weekly with benefits available after 30 days

Education and experience

- High School diploma or GED
- Minimum 2 years in a logistics operation