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## **Logistics Coordinator**

BCFoods Inc is a worldwide leader in the industrial food ingredient industry. We import products from all over the world and have supply partners and manufacturing facilities in many countries including China, Germany and Peru. Our product line consists of over 500 items, so complexity, challenge, and variety are the norm here.

Visit our website at [www.bcfoods.com](http://www.bcfoods.com) to learn more about us.

### **Job Responsibilities Include but are not limited to:**

- Works closely with providers to assure efficient and effective execution of defined processes and goods transportation
- Utilize various transportation provider software systems, to facilitate material movement
- Issuing Purchase orders
- Vendor commutations / Pre-Shipment Sample Process
- Freight management
- Receiving into SAP, to include adding landed cost
- Tracking Shipments and maintaining Master Shipping Schedule
- Codes, and prepares proper paperwork for billing and authorization of a variety of invoices per defined processes
- Initiates overcharge/undercharge freight bill claims with carriers and tracks reconciliation of the same
- Communicates fulfillment status and / or issues within the Organization, including Demand / Supply Planning, Sales, and Customer Service
- Warehouse Inventory Reconciliation for 3PL
- Perform Duties to BCFoods standards
- Other duties as assigned

### **Qualifications:**

- 3 years' experience in logistics, operations, or equivalent
- Knowledge of international shipping procedures
- Experience with ERP/EDI and operational processes a plus
- Proficient in Microsoft Excel
- Ability to manage time and plan independently
- Attention to detail
- Ability to stay organized and multi-task in a professional and efficient manner
- Thrive in a fast-paced work environment, consistently meeting deadlines and remaining calm under pressure
- Excellent verbal and written communication skills
- Identify issues and opportunities, develop solutions, make recommendations and execute/manage their implementation; must evaluate (sometimes-complex) situations using multiple sources of information

Job Type: Full-time