



Job Title:	Logistics Coordinator
Department:	Operations
Reports To:	Logistics Manager
FLSA Status:	Non-Exempt
Employment Type:	Full-time, day shift
Travel:	Possible, <5% of the time

Job Summary

Logistics Coordinator responsibilities include receiving goods, stocking shelves and ensuring that invoices are filed appropriately. Employee must be very familiar with their company's products and all requirements of the shipping/receiving process. Working mainly in a company's warehouse, logistics coordinators perform many related duties including managing inbound containers and verifying that they contain the right items and quantity. They also check invoices to ensure that service requests have been followed and create and maintain liaison with suppliers and customers to ensure that shipments are received in an organized manner.

This position requires employees to work very closely with export clearing agents and compliance officers in order to ensure that all documentation and mechanics of shipments are well documented, reported and coordinated in accordance with all directives, processes and procedures.

Position requires employee to possess a high attention to detail.

Primary Duties and Responsibilities

- Receive and verify accuracy of all incoming/outgoing shipments by matching them with quantities, part numbers, serial numbers and types, and checking for defects
- Create packing lists, logs & records and ensure that all transactions are recorded in company database
- Organize files both manually and electronically
- Prepare and complete orders for delivery or pickup according to schedule (properly load, pack, wrap, label, ship)
- Audit freight cost and documentation
- Review bills, invoices and purchase orders
- Coordinate deliveries for repaired or returned items (RMAs)
- Ensure that the warehouse has sufficient space for incoming deliveries, clean and maintained at all times
- Make sure that items are loaded onto shipment vehicle in a safe and timely manner
- Operate forklift to transport shipments from the dock to the storage area
- Take part in year-end and general inventory procedures

General Duties

- Ensure compliance with material shipments in accordance to contractual requirements

- Ensure adherence to internal procedures, rules & export regulations and initiate changes for shipping and receiving, processes and provide input to any Operations procedures as business model requires.
- Handle all material in accordance with ESD requirements and FOD requirements as dictated by Quality Assurance standards and procedures.
- Assure business is conducted with the Standards of Business Conduct and Ethics
- Perform other duties as assigned

Supervision Given to:

None

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School diploma or equivalent required
- Must be computer savvy and proficient in Microsoft Excel and Word.
- Must have working knowledge and basic understanding of MRP system. Must be Capable of retrieving data from several systems including Purchasing and financial systems, spreadsheets and ability to collaborate with other departments to maintain schedules.
- Self-motivated, energetic, dependable, honest, and thorough. A versatile, self-starter with a positive attitude, who is cautiously assertive.
- Excellent communication, organizational, interpersonal skills, time management and mathematical skills
- Must be proficient in accuracy and attention to detail, commitment to quality standards, making continuous improvements, measuring and monitoring quality levels, owning and acting on quality problems
- Must be skilled in multi-tasking and managing a work med to high work load as required and obtaining results, taking on additional responsibility, managing priorities and developing/modifying work procedures
- Work ethics that complement ENA's culture of high integrity throughout all areas of internal and external business activity
- Experience working within an ISO 9001 or AS9100 Quality Management System a plus.
- Experience working with ITAR & import/export of defense items, including US Customs requirements is desirable
- Experience in customer service will be appreciated
- 1-2 years previous warehouse experience preferred

Certificates, Licenses, Registration, Clearances

Dangerous goods handling and fork lift experience is desirable. SECRET clearance is desirable; eligibility to obtain a SECRET clearance is mandatory.

Physical Demands and Abilities

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger,

handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand, walk, stoop, kneel, crouch or crawl. Regularly lift and/or move objects 10-50lbs occasionally lift and/or move objects that weigh more than 100 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust and focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is in a normal warehouse, manufacturing and office environment. The position requires interaction with all disciplines internal to ENA internal and external customers.