

Job Title: Logistics Specialist
Department: Logistics
Reports To: Global Sourcing, Logistics & Inventory Control Manager
FLSA Status: Exempt
Effective Date: August 18, 2017

Position Overview:

EnerDel designs, builds and manufactures lithium-ion energy storage solutions and battery systems with a focus on heavy duty transportation, on- and off-grid electrical, mass transit and task-oriented applications. The Logistics Specialist is responsible for order entry and timely shipments to customers, securing the optimization of incoming and outgoing shipments, and handling export and import shipments and supervise domestics incoming and outgoing shipments.

Essential Job Functions

- Assists developing sustainable logistics systems, procedures, forms, and work instructions for the short and long-term execution of job requirements
- Communicates professionally with customers or customer designated freight forwarders
- Communicates with freight forwarders for booking to ensure prompt pick-up and delivery of shipments
- Identifies and leads continuous improvements in measurable freight cost reduction, improved quality, and speed of service
- Manages and cultivates the relationship with external logistics service provider to maximize innovation and value contribution
- Track and monitor import shipments of battery cell and battery cell raw materials from suppliers abroad through customs clearance and ensure timely delivery to EnerDel
- Processes export customer sales orders, plan and execute export shipment, including route selection and order consolidation
- Procures MRO items and Services (RFQ, PO issuance, and Delivery Tracking)
- Ensures all orders along with any updates to orders are entered into system and communicated with team
- Tracks and analyze freight forwarders' performance (on-time pickup/delivery, rate, customer service etc.) Monitor entire process of cargo movement of all outgoing and incoming shipments
- Works with forwarders and brokers to execute ocean & air shipment booking, AES filings, and compliant export documentation including Dangerous Goods Certification if necessary
- Perform other duties as assigned

Required Knowledge, Skills, & Abilities:

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, skills, and ability required.

- Preferred:
 - Bachelor's degree in Business or related field
 - 5+ years' experience of export/import with forwarding company or logistics department
 - HAZMAT certified preferable
 - Intermediate to advanced skills with both PC based and ERP System, combined with frequent interpersonal communication
 - Intermediate to advanced skills with Microsoft Office including with Microsoft Word, Excel, PowerPoint
 - Ability to be highly-motivated and willing to learn with positive attitude
 - Ability to be work in a detail-oriented, fast-paced, high-pressure environment where accuracy and responsiveness are essential
 - Ability to be proactive and have strong follow through with projects and assignments
 - Ability to manage simultaneous competing priorities
 - Ability to work well as a team player in a fast-paced environment with diverse personalities and cultures while remaining tactful, professional and flexible
 - Strong effective interpersonal and conflict resolution skills
 - Strong planning, analytics, problem solving, time management and organizational skills with ability to multi task
 - Working Knowledge of international trade compliance, and DOT/IATA/IMDG hazardous material (HAZMAT) regulations

Supervisory Responsibilities: None.

Physical Requirements/Hazardous Working Conditions:

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

Physical Demands

- Standing
- Walking
- Sitting
- Lifting
- Carrying
- Pushing/Pulling
- Climbing
- Balancing
- Stooping
- Kneeling
- Reaching
- Handling
- Feeling
- Talking
- Eye/Hand/Foot Coordination
- Vibration
- Typing/Keyboarding

Vision/Sight/Hearing

- Vision-Far Acuity
- Vision-Near Acuity
- Vision-Depth Perception
- Vision-Peripheral
- Color Vision
- Listening/Hearing

Environmental Conditions

- Temperature Changes
- Infectious Disease
- Humid
- Noise

Physical Strength

- Sedentary Work
- Light Work
- Medium Work
- Heavy Work
- Lifting up to 10 lbs.
- Lifting up to 25 lbs.
- Lifting up to 50 lbs.
- Lifting over 50 lbs.

- Hazards
- Wet
- Hazardous Chemicals
- Blood/Body Fluids