



**Position:** Logistics Specialist  
**Department:** Operations  
**Location:** Varied  
**Reports To:** Team Supervisor/Department Manager  
**Supervisory Responsibility:** No  
**FLSA Classification :** Non-Exempt  
**Last Update :** 7/2019

**Position Summary:**

The Logistics Specialist position handles all duties associated with receiving, pulling, and shipping activity within a logistics environment including the preparation of shipping documents and limited-to-frequent use of battery-powered industrial equipment such as a forklift. Additionally, this position will serve as the main point of contact for freight carriers and assist with employee training as needed. They may also serve as a backup delivery driver, depending upon location, and must demonstrate cross-functional skills in Customer Service as it relates to answering phones and order entry within SAP.

**Essential Functions:** Pull inventory to fulfill customer orders.

- Prepare LTL and Small Parcel shipments for delivery in accordance with DOT regulations.
- Operate battery-powered industrial equipment.
- Read and respond to daily emails and generally engage in other communication channels.
- Maintain annual regulatory and company compliance training.
- Coordinate, Manage, and Audit Cross-Dock Functions, as needed
- Cross-functional knowledge of basic Customer Service order entry process.
- Occasionally answer customer phone calls.
- Serve as contact for freight carriers, and schedule inbound/outbound deliveries.
- Troubleshoot inventory discrepancies and implement corrective action.
- Assemble purchased and/or showcased corded and battery-powered custodial equipment.
- Comply with and/or participate in work projects related to task improvement.
- Maintain general understanding of key performance indicators.
- Maintain established standards and procedures.
- Serves as a backup for the operation of a Commercial Delivery Vehicle including loading and unloading operation within dock and street level environments utilizing either a pallet jack or forklift.

**Education & Experience:**

- High school diploma or GED required.

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- Two to five year's experience and/or training in related field.

#### **Qualifications:**

- Ability to perform routine duties with minimal supervision.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations.
- Ability to effectively present information and respond to questions from managers, co-workers, customers and the general public.
- Ability to comprehend and perform basic math.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Basic personal computer skills including email, word processing, spreadsheets, graphs, etc.
- Ability to handle multiple projects simultaneously.
- Ability to obtain forklift certification.
- CDL & HAZ-MAT preferred (may be required in certain locations).

#### **Competencies:**

For each role within our company we have a defined set of competencies that we have determine will enhance the employee's ability to perform the role efficiently. We are looking for individuals laced with these competencies to perform this role.

#### **Company Competencies**

- Customer 1<sup>st</sup> Attitude
- Adaptability
- Concern for Safety
- Integrity & Ethics
- Pursuit of Excellence/Lifelong Learning
- Teamwork

#### **Role Competencies**

- Accountability
- Attention to Detail
- Communication
- Customer Focus
- Keeps Commitments/Meets Deadlines

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- Operation and Control
- Operation Processes

### **Role Competencies Continued**

- Positive Attitude
- Professionalism
- Regulatory Compliance
- Relationship Building
- Time Management

### **Equipment Used:**

Uses a variety of office equipment including, computer, printer, copier, fax and phone.

### **Working Environment:**

Typically, the work is located inside in a well-lit, heated and/or air-conditioned indoor office/shop environment with adequate ventilation. May have some exposure to outside conditions including heat/cold, wet/humid, and dry/arid conditions.

### **Work/Schedule**

Day shift, Typically Monday-Friday. Occasional overtime or weekend work may be required.

### **Travel:**

No travel required

### **Physical Demands:**

The physical job demands include maximum constant lift of 58 lbs. from floor to 53 inches; maximum frequent lift of 27 lbs. from floor to 75 inches; maximum occasional lift of 45 lbs. from floor to 72 inches; maximum constant carry of 58 lbs. for 5 ft; maximum frequent horizontal push/pull force of 50 lbs. at 30 inch height for 20 ft; maximum occasional vertical push force downward of 20 lbs.; maximum occasional horizontal and vertical push/pull force of 90 lbs. at 26 inch height; frequent climb of 18 inches; constant forward reach of 36 inches; constant lateral reach of 24 inches; frequent reach overhead to height of 75 inches; constant bend; occasional neck extension; frequent neck flexion; frequent neck rotation; occasional fine motor coordination; frequent hand coordination; constant balance; occasional manipulating drums; occasional sitting; constant standing; and constant walking. PDC Level: VERY HEAVY

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**Eligibility:**

- Must be legally authorized to work in the United States without restriction.
- Must be willing to submit to a background investigation, including criminal history and motor vehicle check.
- Must be willing and able to pass a post-offer drug screen and physical.

**EEO Statement**

EEO Employer W/M/Vet/Disabled