



Job Title: Waddell Logistics & Office Coordinator **Department:** Waddell Office

Grade: Office Support B/C (based on experience) **Supervisor:** Director of Operations

FLSA: Non-Exempt **Job Status:** Full Time Position

Job Duties & Responsibilities: Include the following, as well as other duties that may be assigned.

What You Are Responsible For:

The logistics & office coordinator is responsible for coordinating logistics related activities and handling miscellaneous office tasks.

What You Will Be Doing:

- Develop and implement standard operating procedures (SOP). Call carriers, pull shipments, prepare paperwork and be available for carrier pick-up.
- Material receiving.
- Preparation of small replacement parts.
- UPS/Fed-Ex small parcel package prep and receiving.
- Manage logistics processes.
- Develop strong relationships and communication with all departments to support organizational goals.
- Handle returns and claims.
- Updating carrier scorecard and metrics.
- Rentals – receipt of rent and taking care of calling in for any maintenance
- Oversee daily schedule including communication with other department leads assuring all products are produced and shipped on-time.
- Miscellaneous office duties (pop machine and water ordering and filling, order office supplies, first aid box management, monthly safety video ordering, petty cash).
- Follow and ensure others are following company policies, core values and safety/quality procedures and standards.
- Work company assigned hours for the position and additional hours if needed (regular and predictable attendance is required)
- Other duties as assigned.

Qualifications: 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.

Education & Experience:

High School Diploma or GED. Two to four years of logistics related experience is preferred.

Knowledge and Competencies: The following key competencies represent qualities, traits and behaviors that a successful employee will exhibit. This list is not exhaustive, as other qualities, traits and behaviors are desired:

- Excellent communication skills both written (proofing, grammar and spelling) and verbal required to follow through on requests for information and select appropriate responses; good listening skills, paying attention to others' communications to ensure understanding; seeking input and showing a genuine interest in others' opinions, facilitating and sharing information within department and across departments/levels of management, respond to requests on a timely basis.

- Ability to learn and utilize new technology quickly and accurately as it pertains to our business.
- Ability to work independently within a team based environment
- Ability to juggle multiple projects and perform well with aggressive turnaround times.
- Ability to problem solve and troubleshoot, identifying problems immediately and working collaboratively with team mates to effectively resolve
- Ability to organize and plan – creating and meeting schedules, taking ownership, fully accountable and responsive to others.
- Positive/optimistic – Can do, make things happen attitude (genuinely believes the organization can reach forecasted goals)
- Ability to define problems, collect data, establish facts and draw valid conclusions (ability to use good judgment when making decision)

Certificates, Licenses, Registrations: NA

Physical Demands: 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 function.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to walk, stand, climb/balance, and talk or hear. The employee is regularly required to sit, stoop, kneel or crouch. The employee frequently lifts up to 25 pounds and may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to 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.

This position is in a manufacturing production plant environment where the temperature may vary hot or cold. The typical noise level is loud. Exposure to vibration, fumes or airborne particles, and moving mechanical parts.

I, the undersigned, have read and understand the duties and responsibilities of this position.

Employee Signature	Date
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Manager Signature	Date
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This job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time for any reason, and the Company has a similar right.