

Order Number:

NY1502091

Date Job Order Received:

05/29/2024

Number of Openings:

1

Company Name:

Otis Technology

Job Title:

Logistics Coordinator

Minimum Experience Required:

No experience requirement provided.

Job Description:

Otis Technology is looking for a Logistics Coordinator who is responsible for coordinating all aspects of shipping and delivery, specifically with regard to customer satisfaction. The main responsibility includes preparation, routing and monitoring shipments while maintaining the budget. Minimum Qualifications and Experience: (Education and Training) AS degree preferred; HS or GED required Shipping and Logistics experience preferred Primary Responsibilities: Coordinating transportation providers to ensure prompt and proper movement of shipments, this will also include meeting with representatives as needed to verify Otis is receiving best cost Quoting, preparing and reviewing shipping documents to ensure accuracy. This will include both domestic and international shipments as well as hazardous goods Processing orders through the shipping ERP System as well as customer portals. Preparing labels for the Pick/Pack team per customer requirements Responding to customer inquiries in conjunction with the customer service and sales team Hazmat certification is a requirement. Regulatory classes will be provided Fork-truck training and certification provided Making special shipping arrangements as necessary Tracking and fixing shipping errors Ensuring that the quality of all services provided meets the required standards Developing processes that make the supply chain more efficient and organized Manages the raw material receiving paperwork Assisting other areas of the shipping team as needed as backup

Job Location:

Lyons Falls, New York

Pay:

\$16.00 - \$21.00 Hourly

Benefits:

No benefits mentioned.

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Monday thru Friday

Shift:

Not specified.

Public Transportation:

Information not provided.

Minimum Education Required:

GED

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by telephone, by email, or on-line:

Phone: Seymour, Trisha (315) 348-2450

Email: employment@otistec.com

Web-site: <http://otistec.com/careers>