

LOGISTICS COORDINATOR IN CARLISLE, PA

SEEKING APPLICANTS WITH KNOWLEDGE OF EXCEL AND EXCELLENT COMMUNICATION SKILLS TO BUILD CUSTOMER RELATIONSHIPS AND SCHEDULE AND MANAGE DELIVERY IN A DEADLINE-DRIVEN ENVIRONMENT.

ABOUT OUR COMPANY:

With over 20 years of experience in supporting corporate and federal recruitment, workplace mentoring, and technology accessibility initiatives, Bender Consulting Services, Inc. is the leading national expert in disability employment solutions for private and public sector employers. To learn more about how to start your career with Bender Consulting Services, Inc., please visit our website at www.benderconsult.com.

HOW TO APPLY:

To apply for consideration for the following career opportunity for people with disabilities, please visit www.benderconsult.com/careers/submit-resume and complete the electronic form.

POSITION DESCRIPTION:

- Apply scheduling, planning, and coordination activities to support inbound and outbound product operations.
- Manage and schedule deliveries.
- Provide clients with the best overall levels of service, meeting and exceeding established goals for on-time pickup and delivery. Identify areas to improve service levels.
- Respond to and assist customers with resolving inventory and shipment discrepancies.
- Communicate order processing priority to the internal operations team.
- Process order setup via the preferred internal system, including, but not limited to, EDI feeds or manual creation.
- Order request verification by comparing transmitted call-off vs. established BOM.
- Ensure orders are picked up and build meeting time line needs.
- Help monitor and ensure proper inventory levels per customer expectations.
- Report daily status activity on all orders.
- Document daily shift activities from a planning perspective.
- Review and process service provider invoices in a timely manner.
- Validate inbound and outbound reconciliation for all service provider locations.
- Actively participate in process flow documentation and standard operating procedures.

QUALIFICATIONS:

- High school diploma or GED require; college degree a plus.
- Previous telecommunication site delivery coordination experience a plus.
- Word, Excel, and Outlook knowledge, with a strong emphasis on Excel's V Lookups and pivot table features.
- Able to work well both independently and as part of a team in a fast-paced, deadline-driven environment.
- Able to manage inventory in an RF Portal and manual system environment.
- Travel to warehouse as needed.
- Ability to adapt and work in an ever-changing environment.
- Organizational skills, with an ability to manage deadlines, prioritize workloads, and adjust accordingly to meet business needs.
- Ability to communicate both internally and externally with the customer and stakeholders.