

NASSIMI

LOGISTICS COORDINATOR

About the Position

We are seeking a Logistics coordinator to support our growing business. This person would be responsible for all incoming shipments, all import documentation, and updating our system as changes to production dates and shipping ETA's occur. Our system spans from our internal ERP, through Customer Service all the way down to a robust Customer Portal. The Candidate must be very detail oriented. This is a fast passed environment, and you need to be able to multi-task. This is a full-time position, reporting directly to the Director of Operations.

What You'll Do

- Analyze Vendor reports and identify ETA changes.
- Make those changes in our system, and on in-transit reports.
- Work with various Freight Forwarders and Brokers, including Drawback.
- Approve all shipment overseas bookings and verify documentation.
- Organize in-transit shipments with multiple 3PL warehouses.

What We Envision for the Future

- A candidate with the willingness to learn over time, how to prioritize production to arrive according to demand.
- Interest in Supply chain, and forecasting.
- Organize International shipments from overseas Vendors to overseas locations.

What You'll Need

- A minimum of 2 years' experience in operations supply chain/foreign logistics.
- Degree in Supply Chain, Logistics, Business, or related field is a plus, but not required.
- Must be detail-oriented, highly organized, and proactive.
- Experience with Microsoft Great Plains preferred but not required.
- Proficiency in Microsoft Office, especially Word, Excel, and Outlook.
- Team player with effective and positive personal interaction skills.

What We Offer

- A competitive compensation package.
- Health benefits.
- A pleasant and challenging work environment.
- Convenient Manhattan office location within walking distance from Penn Station, Port Authority, and Grand Central
- The option of a hybrid in-office/remote work schedule.

If interested, please send an email to **Angela Gleave - angela@nassimi**!