



GRASSLAND DAIRY PRODUCTS, INC.

N8790 Fairground Avenue, P.O. Box 160 • Greenwood, WI 54437-0160 • Phone (715) 267-6182 • Fax (715) 267-5242

Job Description

Job Title: Logistics Coordinator **Department:** Logistics **Updated On:** 10/1/2018

Reports To: Transportation Manager **Wages:** Hourly **Job Status:** Full Time/Permanent

Description: This Logistics Coordinator will have full responsible for all cream movement on the west coast. They will setup cream sales with suppliers and customers and work closely with trucking companies to ensure on-time deliveries are met. They will also coordinate finished product movements to off-site warehouses.

Essential Duties and Responsibilities:

- Setting up transportation needs for cream sales and purchases.
- Work closely with multiple trucking companies to ensure on-time deliveries and low-cost rates.
- Entering purchase orders.
- Entering daily/weekly shipping schedules.
- Maintaining customer and carrier files.
- Setting up rail cars and exports.

Knowledge, Skills, and Abilities:

- Knowledge of trucking and the transportation industry.
- Strong knowledge of Microsoft Excel and Word.
- Ability to multi-task and work in a team environment.
- Excellent communicator who can interact daily with multiple departments and customers.
- Ability to negotiate and problem solve.
- Strong attention to detail.
- Experience in the dairy industry a plus.

Education/Experience:

- High School Diploma
- 1 - 3 years of Transportation/Logistics experience

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by those who hold it. By no means is this intended to be an exhaustive list of qualifications, skills, efforts, responsibilities, or working conditions. Grassland Dairy Products, Inc. reserves the right to modify job descriptions as necessary. Grassland leadership will assume responsibility over any job duties in the absence of assigned personnel.

All employment at GRASSLAND DAIRY PRODUCTS, INC. is at-will and can be terminated by GRASSLAND DAIRY PRODUCTS, INC. or an individual employee at any time, for any reason, with or without notice, and with or without cause.



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