



Job title:	Logistics Coordinator
Department:	Fusion Marine
Location:	Seattle, WA
FLSA:	Non-Exempt
Pay Range:	\$25-\$27 US Dollars per hour
Supervisor:	Logistics Manager

Job Description

Job purpose:

Responsibilities will include maintain Warehouse order and familiarity. Receive, ship and process scales. Check in and receive items in our accounting system. Maintain stock levels, create purchase orders to fulfill customer orders. Purchase items for internal company use. Work with customers to provide price and availability of items. Perform inventory counts, along with year-end inventory. Ensure that timelines for delivery are met, required documentation is in place, and that orders are fulfilled accurately. Shipping of items from Seattle. Support the office and its many functions. Receive directions and tasks from Kris Koenig. Safely operate our forklift.

Duties and responsibilities:

Daily responsibilities will include, but are not limited to:

- Order fulfillment by means of purchasing items for jobs/projects and/or allocating from stock.
- Obtain best price and delivery on all orders.
- Confirm all orders and expedite orders to meet client deadlines, and update purchase order with all confirmation and expediting notes.
- Verify inventory stock levels and recommend stock purchases as needed.
- Work cross functionally with various departments to advance the company's goals.
- Enter and verify all orders as required by sales, and that all orders are tracked appropriately.
- Support the sales team with quote generation, RFQ response, and project coordination activities
- Assist with the coordination and monitoring of supply chain operations.
- Maintain inventory reorder levels on stock.
- Setup new items within our accounting system.
- Check-in, inspect, receive, label and stock inbound inventory items.
- Pick, pack, plan, ship, and track customer shipments according to order requirements.
- Operate a forklift or pallet jack to load, unload and move items; checks in, receives and labels items and places received goods in assigned locations; and stocks as needed.
- Participate in periodic inventories.



- Locate, pull and package requested supplies, equipment and other material to accurately fill orders.
- Assist in collecting, storing and preparing surplus supplies, equipment; properly receives and stores shipment; performs warehouse maintenance and follows safety policies and procedures.
- Pick approved orders and prep for shipping or delivery.
- Check warehouse safety.
- Perform other duties as assigned by direct management.

Qualifications:

- QuickBooks experience is a plus.
- 2 - 5 years of related operations, purchasing, and order processing experience.
- The successful candidate will have superior written and verbal communication skills.
- Previous experience in a customer support role.
- The capacity to multi-task and effectively juggle competing priorities.
- A positive attitude.
- The ability to work independently and collaboratively in a team.
- A desire to work in a fast-paced, fluid work environment.
- A willingness to embrace and live the core values of Network Innovations.

Direct reports:

- None

Working conditions:

This is a full-time position which operates in a commercial warehouse environment. The hours are Monday to Friday from 7 am to 4 pm. There may be times when the employee is required to work outside of normal business hours.

Physical requirements:

The position requires frequent walking and the ability to move or lift up to 70 lbs.

Benefits:

Competitive salary, Paid time off, Medical, Dental & Vision insurance (partially paid by the company), Paid Life insurance & LTD. Additional Supplemental Coverages offered including STD (employee paid). 401(k) plan with company match. Benefits begin upon date of hire.

Disclaimer Statement: This job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed above provided that such duties are characteristic of that classification.