

Jr. Level Logistics Coordinator

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Company: Activ8 Recruitment & Solutions

Location: Middleburg Heights

Category: other-general

A global freight forwarding company near the Cleveland International Airport is urgently looking for a motivated candidate who is interested in international logistics coordinating or has previous experience in the logistics field. The ideal candidates will be good at working with numbers and have excellent interpersonal communication skills. This position is ON-SITE, a full-time, non-exempt position with a benefit package including insurances and PTO.

Responsibilities - Jr. Level Logistics Coordinator:

- Perform B2B - Business to Business customer service roles for processing customers' global freights

- Prepare and process all required documents of import / export freights

- Support the operations department personnel in various roles and responsibilities regarding global logistics strategies

- Track incoming/outgoing Air and Ocean Cargos (domestic/international shipments)

- Analyze transport costs and prepare quotes for invoicing

- Resolve problems concerning transportation, logistics systems, imports, and customer issues

- Perform other duties as assigned

Qualifications - Jr. Level Logistics Coordinator:

Must be proficient in MS Excel with excellent Data Entry skills

High School Diploma. Prefers degree in Supply Chain Management, International Business, and other related field

Good at working with numbers and detail oriented

Strong written and verbal communication skills for B2B customer services

Organized, multi-tasks, and goal-oriented

Knowledge of logistic procedures and optimization

Previous work experience in Freight Forwarding industry is plus

Activ8 Recruitment & Solutions / Renaissance Resources Inc., has been one of the leading recruiting firms in North America when it comes to working with Japanese Businesses for almost 20 years. Our services are based on the needs of our clients, and we connect them with qualified candidates in the Automotive, Electronics, Food & Beverage, Logistics, Manufacturing, and Oil & Gas industries. With the recent expansion to California and the NYC/NJ area, our coastal offices have started working with clients in the Banking, Finance, and Entertainment Industries. We like to take the approach of working one on one with each of you to ensure that we have the best understanding of your background and what it is you are looking for in a career.

We screen ALL Candidates to verify the validity of each applicant with criminal background / Social Security verification - some positions require drug screening and vehicle driving reports. Upon submitting your resume, we will contact only those candidates that we deem qualified for our client. If we do not contact you, we do not see the fit for the position. If we are unable to reach you in a reasonable timeframe, you will be eliminated from the pool of potential candidate.

“Direct applicants only.

“We do not accept any resumes from any third-party organizations or other recruiters.”

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