

Jahabow Industries Inc

<https://www.jahabow.com/job/logistics-specialist/>

Logistics Specialist

Description

Executes the day-to-day shipment routing/scheduling for the Jahabow facility/warehouses and reporting for the same.

Responsibilities

- Completion of BOL with proper information such as weight, freight class, NMFC codes, using ERP system.
- Scheduling carriers
- Working with third-party logistics companies for customer routed freight
- Providing domestic and international freight quotes
- Gathering shipment information from the shop floor for quotes or shipments
- Organizing all shipments in line with company requirements
- Ensuring the integrity of import/export documentation such as Bill of Ladings, Commercial Invoices, NAFTA.
- Review and approve freight invoices (inbound and outbound)
- Schedule inbound freight for purchased items
- File and manage Freight Claim process
- Enter and execute the RMA process
- Manage freight through customer-specific portals
- Provide end of day reporting
- Answer incoming calls
- Back up in Sales Department on occasion
- Other duties as assigned

Qualifications

- Education – High School diploma
- Experience – 1-2 years in Logistics
- Strong written and verbal communication skills
- Strong analytical skills
- Ability to work in a fast-paced and flexible environment
- Microsoft Office (Word, Excel, Outlook) experience is required
- Infor Syteline ERP System experience is a plus

Hiring organization

Jahabow Industries Inc

Employment Type

Full-time

Job Location

1004 Industrial Drive, 65066,
Owensville, Missouri

Date posted

April 27, 2022