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# Example of International Logistics Coordinator Job Description

Our company is searching for experienced candidates for the position of international logistics coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for international logistics coordinator

* Audit freight cost and documentation
* Maintain appropriate record keeping and due diligence in accordance with all governing regulatory requirements
* Prepare and process invoices for payment
* Ensure payment accuracy and timeliness
* Analyze vendor agings, researching missing invoices, invoicing errors, disputed charges and communicate findings to vendor staff
* Monitor system reports for accuracy
* Assist branch staff and LPSA members with questions and providing supporting documents
* Answer phones and miscellaneous office projects
* Communicate and work effectively with internal and external customers other operational departments
* Ensure that quality assurance checks are completed and maintained on shipments

## Qualifications for international logistics coordinator

* Experience in the electronics industry
* Knowledge of laws, regulations and ISO requirements
* Computer-savvy with a working knowledge of logistics software (ERP) and QuickBooks
* College degree in business, materials management, operations management, supply chain management or related field
* Knowledge of purchasing and supply chain systems, LEAN principles of planning and MRP/ERP systems often required
* Proficiency with computer software