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# Example of International Logistics Coordinator Job Description

Our company is growing rapidly and is looking to fill the role 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

* Monitor deliveries, ensure customer satisfaction and maintain accurate logs of all transportation and goods
* Prepare logistics plans and schedules to support relevant operations of a project
* Maintain spreadsheets and send reports to customers weekly and upon request
* Coordinate and expedite shipments at a moment’s notice via airfreight
* Identify problems or delays related to logistics and report in a timely manner
* Initiate, recommend, or provide solutions through designated channels and verify the implementation of such solutions
* Review pick list daily
* Candidates should have excellent verbal and written communications skills
* Partner with 3PL to execute the movement of freight from various origing locations to five DC's in a timely and cost efficient manner
* Subject matter experts on US Export Law in order to maintain, submit and verify information in compliance

## Qualifications for international logistics coordinator

* 4 year college/university degree in Business, Logistics or related field or Associate Degree with 2 years experience or HS Diploma/GED with greater than 4 years equivalent work experience
* Fluency in English, with fluency in multiple languages
* Computer skills with ability execute reports, analyses data and present information with clarity
* Working knowledge of Microsoft Office package to include Excel, Word and Outlook
* Knowledge of international shipment terminology
* Experience with Oracle Transportation Manager and GEAC