Downloaded from <https://www.velvetjobs.com/job-descriptions/international-logistics-coordinator>

# Example of International Logistics Coordinator Job Description

Our company is growing rapidly and is hiring for an international logistics coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for international logistics coordinator

* Ensure ocean carrier timely receipt and response of bookings
* Maintaining and tracking all international air freight shipments
* Responsible for weekly service metric review
* Analyze information and evaluate results to choose the best logistics solution to service customer needs
* Partner directly with freight forwarder to ensure documentation is completed on-time
* Receive and review open customer orders and coordinate with the Customer Service team in order to meet the customer delivery schedule and satisfy the requested ship dates
* Prepare documentation, maintain records, and coordinate all logistics for product shipment
* Create bills of lading, shipping labels, and export paperwork while communicating shipping volumes and priorities to the Warehouse Manager
* Keying all inbound deliveries into ERP system
* Verifying all pricing on shipping documents matches to SAP PO

## Qualifications for international logistics coordinator

* Master's degree Industrial Engineer or Logistic
* Good computer skills (Office, SAP is a plus)
* Define outbound processes, JIT/JIS deliveries
* Control and support the implementation of the logistics means at production launch
* Support Program Logistics Leaders on complex supply chain flows and program launches
* Strong organizational and time management skills, including the ability to work under pressure in a fast paced setting, multitask and prioritize in a deadline driven environment