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# Example of Logistic Coordinator Job Description

Our company is growing rapidly and is looking to fill the role of logistic coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for logistic coordinator

* Create Initial Stocking Lists (ISL) and dealer lists ( DSL) to support new machine launches
* Initiate and drive improvements
* Perform logistic analysis and calculations
* Create “On Demand” stock proposals to support existing machine population
* Maintain Initial Stocking lists according to design change notes (DCN)
* Analyze and follow up the impact of Initial Stocking Lists
* Develop and follow up business KPI´s
* Participate in and develop Parts on Shelf process
* Develop and improve cooperation with the regions regarding ISL improvements
* Train and support regarding Parts on Shelf process and stock proposals

## Qualifications for logistic coordinator

* University degree in economics, logistics or finance / accounting
* Strong PC skills (SAP experience would be an advantage
* Fluent Ukrainian and Russian, min Intermediate English is a must (be prepared to intensive business correspondence and oral communication with colleagues from foreign offices)
* Utilising MRP systems
* Candidate must possess at least a diploma in any field
* At least 2 year(s) of working experienced