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# Example of Logistics / Customer Service Job Description

Our innovative and growing company is looking to fill the role of logistics / customer service. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for logistics / customer service

* Monitor and report results against established key performance indicators including clear weekly reporting metrics
* Assist and coach Customer Service leaders and Schedulers
* Enforce employee accountability with regard to safe work environment, quality and efficiency
* Regular tendering of the services
* Support in management and responsibility for tracking quality and quantity of our stock availability
* Involved in daily and weekly Demand and Supply planning
* Coordination of cross functional information and support of various projects
* Close cooperation with internal interfaces (Project management, Demand Planning, Customer Service, Plants) and external suppliers
* Develop, recommend and implement local strategies and plans for supply chain development to meet current and future business and customers’ needs, the cost and productivity targets
* Define and manage finished goods inventory levels to ensure high goods availability and low waste of finish goods raw and pack materials

## Qualifications for logistics / customer service

* Associates degree or higher education preferred
* 2-5 years of experience in Milling
* Good working knowledge of Excel, Word, MS Outlook
* Detail-oriented with the ability to work in a fast-paced environment and prioritize tasks to meet specific deadlines
* Interpersonal skills with desire to be a team member
* High performer with initiative to learn other responsibilities