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# Example of Logistics Representative Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of logistics representative. 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 representative

* Address order fulfillment issues with the Customer Service Teams, Transportation and Scheduling as they are arise
* Handle carrier calls for overs, shorts, damages (OS&D), late deliveries
* Resolve issue in conjunction with Customer service teams and/or customer, which may include initiation of freight arrangements and documentation to Customer Financial Services (CFS)
* Investigate and determine root cause service issues and communicate daily to cross-functional team
* Effective utilization of systems that support and enhance logistics, (Transportation Management system, SAP, Voice Technology, Warehouse Management system)
* Prospect and cold call in a designated sales territory developing new customers
* Identify and execute revenue enhancing strategic partnerships
* Collaborate with sales team to develop expertise and new customers
* Prepare client presentations, contract negotiations and provide follow through
* Respond to RFPs with a high degree of detail and in a timely manner

## Qualifications for logistics representative

* BA/BS in Logistics, Supply Chain, Business or related field with 0 to 2 years of relevant experience or 5+ years of relevant experience in place of degree
* Team Player - Participates on cross-functional teams
* Answers complex questions and provides resolution in regards to shipping/receiving deliveries, carrier requirements, for customers and vendor partners
* Identifies and evaluates Logistics related issues and concerns and determines if problematic and if resolution is required
* Processes customer orders, including the effective resolution of pricing and the prevention of pricing issues, product availability and other potential problems
* Expertise in all MS office products, especially MS Excel