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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

* Organize workflow to divide time effectively between business development and maintaining current relationships
* Responsible to achieve growth and margin
* Interface with various internal departments to insure delivery of customer satisfaction
* Creating, developing and retaining business relationships with our customers
* Develop and coordinate sales materials
* Identify and explore growth opportunities with existing customers
* Generate new sales opportunities and identify decision makers within large, complex organizations
* Engage and build customer base including fostering relationships, making customer calls and closing deals
* Participate in face-to-face meetings to present proposals, host business reviews, offer solutions, and close business
* Consult with several levels of decision-makers and buying influencers to understand customers’ business challenges and supply chain goals

## Qualifications for logistics representative

* Established presence in the market place preferred
* Must have a proven sales track record in business development
* Proficiency in MS Word, Excel, PowerPoint and Outlook required
* Transportation/logistics experience required
* 5+ years of direct sales and business development experience
* Generate sales using VMI (vendor managed inventory) and CPFR (collaborative planning forecasting and replenishment) systems for multiple divisions with selected accounts to meet customer inventory and in stock requirements