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# Example of Logistics Representative Job Description

Our company is growing rapidly and is looking to fill the role of logistics representative. 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 logistics representative

* Coordinate the onboarding process and then transition ownership to the Account Management organization
* Collaborate internally with Account Management, Operations, IT, and Project Management to solve customer problems and improve processes
* Taking orders from customers, making sure that they are entered into the system correctly and fulfilled in a timely manner
* Work with suppliers and third parties to purchase, ship, clear store and deliver correct material
* Communicate with new and existing customers to build rapport to understand needs and drive business
* Monitor stock levels on products
* Identify incremental sales opportunities
* Arrange delivery for Malaysia customers and goods export into Indonesia
* Documentation(inbound pics file, damage file, put COA & CIQ in system and );
* Monthly track and measure warehouse providers’ performance ; 6

## Qualifications for logistics representative

* Previous experience and success in cold calling
* 4-year or 2-year college degree in business, operations, and/or sales is preferred, but not required
* Ability to sell, navigate through a tough conversation, and listen
* Willingness to train in other areas of operations within the company
* Ability to multitask and drive to accomplish tasks in a timely manner
* Proven self-starter with confidence and high energy level