



Example of Senior Logistics Coordinator Job Description

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Our growing company is looking for a senior logistics coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for senior logistics coordinator

- Provides support and assistance to global business units as required for emergency shipments, customs questions, supplier documents and or other information
- Performs on call duties on a rotational basis in support of global logistics
- Acts as interface for issues related to shipping, invoicing for forwarding agents, shipping agents, customs brokers, packers, carriers, suppliers, rig sites, area offices and corporate office
- Ensure on-time and accurate deliveries of required materials at lowest total system cost
- Provide assistance with support, monitoring and audit of 3PL providers
- Reviews and approves intermediary, freight forwarder and logistics invoices
- Perform other daily duties assigned
- Measure, Monitor & Report on vendors performance with respect to the Service Levels Agreements (SLAs) and Key Performance Indicators (KPIs)
- Know and monitor associated flight, visa, training and transportation costs and escalate to Line Manager / Cost Control team if changes occur
- Performs life cycle maintenance and integrated product support (IPS) of major cabling and electronic systems

Qualifications for senior logistics coordinator

- A minimum of three (3) years of experience solving materials and heavy equipment logistics challenges for remote locations

- Bachelor's degree or equivalent years of experience in Logistics, Supply Chain Management, Trade compliances or other closely related discipline is required
- Knowledge of Import & Export regulations and HS classifications
- Understanding of key freight forwarding concepts (Inco Terms, Bills of lading, Terms of Sale, etc)
- Knowledge and experience of the Local logistics & Customs matters