



Example of Senior Logistics Coordinator Job Description

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Our innovative and growing company is looking to fill the role of senior logistics coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for senior logistics coordinator

- Performs 100% inventory on all materials and equipment purchased
- Provides monthly 10% property inventory and 100% quarterly inventory reports
- Develops Status Report presentations for project management and the government customer staff
- Attend monthly status briefings to report logistic and schedule updates
- Provides Weekly Status Reports and Monthly Status Reports
- Provides weekly project schedules
- Controls the flow of material, services and information from the point of origin to implementation
- Pre-aliquot Reference Materials
- Handles daily project logistics correspondence between Logistics and the Project Teams
- Attend internal project kick off meetings

Qualifications for senior logistics coordinator

- Excellent availability for urgent matters and emergency issues
- Ability to handle unexpected situations
- Ability to manage different logistic projects at the same time and meet deadlines
- Ability to figure out logistic budgets and timings and to meet them

- Ability to obtain, compare and discuss all kinds of in country transport and handling rates