

Job Title:	Logistics Coordinator	Department:	Freight Forwarding
Location:	Baltimore, MD	Travel Required:	10%
Hourly Pay Range:	\$10 - \$12	Position Type:	Full-Time, Part-Time, Hourly, Non-Salaried
HR Contact:		Eligible for:	Applicable Benefits if Full-Time
Job Description			
<p>Role and Responsibilities</p> <p>Collects, organizes, monitors and distributes information related to quality and process improvement functions. Possibly including but not limited to compliance to and/or documentation of quality management standards such as CTPAT or AES. Typically generates reports using computer skills and distributes reports and documentation to various users in the organization, customers or suppliers:</p> <p>Min. Qualifications and Education Requirements</p> <p>Education: High School Diploma or GED Equivalent, Some College Qualifications: Working knowledge of the freight forwarding industry, prior work experience in a professional setting. Exceptional customer service skills and attention to detail.</p> <p>Preferred Skills</p> <p>Industry Certification for Exporting, Prior experience in freight forwarding and preparation of association documentation.</p>			
Reviewed By:	Katrina Dill	Date:	03/20/2015
Approved By:	KD	Date:	03/20/2015
Last Updated By:	KD	Date/Time:	03/20/2015