

Job Description – Logistics Coordinator

Section 1: General Information

Company Name: **A L Burke Inc**
Department: **SERVICE**
Job Title: **Logistics Coordinator**
Position Reports to: **Service Manager**
)

FLSA Status Non-Exempt

Section 2: Summary

Give a brief description of the main function/purpose of the position. This summary should be **one or two** sentences that state the general responsibility of this position and how this position differs from others. *It may be helpful to complete the principal duties prior to the summarization.*

Example:

Acts as a key part by ensuring the service depart is functioning properly by handling incoming and outgoing____ calls and dispatching apporpiately. In addition they coordinate maitenance and rehab crew members _____ to assigned job locations, overlooks the process and completion of these tasks._____

Section 3: Principal Duties and Required Skills

Essential Responsibilities:

1. Utilize Rent manager to take all incoming service calls, note tenant accounts, create service tickets, and dispatch accordingly.

2. Coordinate service appointments with tenants and field members, set the appiontment time, confirm time, and follow-up as needed.

3. Utilize service tickets to provide the necessary information to fieldd members to complete the task at hand.

4. Delegate maitenance tasks and coordinate schedules for rehab and service crew members.

5. Ensure that all field maintenance and service issues are being completed in a timely and professional manner.

6. Daily field work reports on all employees to upper management.

7. Provide reports to upper management regarding field personnel performance as asked.

8. Report any employee misconduct or abuse of company machinery, labor hours, vehicles, or discrepancies in work performance.

9. Assist all field personnel with rent manager training and applicable technology needed to complete service tickets/daily tasks.

10. Coordinate with suppliers to order necessary supplies as well as maintain a stocked warehouse inventory.

11. Keep track of purchase orders as well as warehouse inventory.

12. Assure all field personnel have the materials necessary to complete assigned work.

13. Assist with any other tasks designated by upper management.

14. _____

Non-Essential Responsibilities:

1. Washer and Dryer Coin Collection Schedule

2. Other administrative tasks as assigned
3. Other Field coordination activities as assigned.

4. _____

Supervisory Responsibilities:

1. Does this job have hiring and terminating responsibilities? **Yes**
2. How many subordinate supervisors report to this job? **10 – Service Department Employees**

Language Skills:

High Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Select one level of mathematical skills and abilities needed to successfully accomplish the essential duties of this job.

Basic Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

Reasoning Ability:

High Skills:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

Enter *specific software and/or applications* required for this position in the space provided.

- Word Processing software- Microsoft Word
- Spreadsheet software – Microsoft Office
- Project Management software – Rent Manager
- Database software – Rent Manager

Section 4: Education/Experience Requirements

Education

Years of Experience

BS/BA Degree

and

2 – 4 years

Specialized Training:

Job responsibilities and skills generally learned on the job

Certificates and Licenses:

Valid driver's license

Equipment:

Standard office equipment: computer, copiers, fax, phones

Section 5: Knowledge, Skills and Abilities

Time Management,

Organizational skills

Conflict Resolution skills

Professionalism

Section 6: Physical Demands/Work Environment

Physical Demands:

Physical/Sensory Functions	Amount of Time			
	None	Occasionally	Frequently	Regularly
Stand	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	x
Walk	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	x
Sit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	x
Use hands	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	x
Reach with hands and arms	<input type="radio"/>	<input type="radio"/>	x	<input type="radio"/>
Climb or balance	<input type="radio"/>	x	<input type="radio"/>	<input type="radio"/>
Stoop, kneel, crouch or crawl	<input type="radio"/>	x	<input type="radio"/>	<input type="radio"/>
Talk/Hear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	s
Taste/Smell	<input type="radio"/>	x	<input type="radio"/>	<input type="radio"/>
Lift and/or Move <i>Indicate weight in pounds.</i>	<input type="radio"/>	x	<input type="radio"/>	<input type="radio"/>

10-20

Vision Requirements:

No Special Vision requirements

Work Environment/Exposure to Environmental Conditions:

Description of Environmental Conditions	Amount of Time			
	None	Occasionally	Frequently	Regularly
Wet or humid conditions (non-weather)	x	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work near moving mechanical parts	x	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work in high, precarious places	x	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fumes or airborne particles	<input type="radio"/>	x	<input type="radio"/>	<input type="radio"/>
Toxic or caustic chemicals	x	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outdoor weather conditions	<input type="radio"/>	x	<input type="radio"/>	<input type="radio"/>
Extreme cold (non-weather)	x	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Extreme heat (non-weather)	x	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Risk of electrical shock	x	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work with explosives	x	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Risk of radiation	x	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vibration	x	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Noise Level:

Moderate noise (examples: business office with computers and printers, light traffic)