

JOB SUMMARY

The Logistics Planner organizes and executes all invoicing required by JMC NC, INC in compliance with ISO guidelines and federal/international regulations. Is responsible for establishing and communicating the daily work plan for the Shipping and Receiving staff to assure all processes are completed within guidelines and according to established priorities in an effort to exceed customer expectations This includes issuing, maintaining, controlling, and auditing required documentation. Follow established departmental/company policies, procedures, and objectives, continuous quality improvement objectives, and safety/environmental control standards. Position also requires cross training in responsibilities of Logistics Specialists. Plus, coordinates with multiple freight forwarding companies that handle out-going shipments and provides instructions for export.

ESSENTIAL JOB FUNCTIONS

Daily Work Plan

- Evaluate work load, shipment plans, and priorities to schedule the Daily Work Plan for the shipping and receiving staff who receive, process, store, and ship all materials, chemical compounds and supplies for customer orders following appropriate domestic and international shipping and JMC procedures relating to the flow of goods including those designated as hazardous, dangerous and/or controlled. Communicate Work Plan with the staff.
- Monitor priorities and revise the Daily Work Plan as needed including previously scheduled work assignments
- Coordinate and communicate with Purchasing, Client Relations and other supporting departments regarding changes to the Work Plan including revisions to planned shipment schedules, invoices, completed shipments and the like.
- Examine work for exactness, neatness, conformance to internal policies and procedures, and compliance with federal regulations.
- Review records of problem items / damaged or defective items for adherence to established processes. As directed, resolve discrepancies in quantities, weights, time, date, source and destination of materials received or shipped with shippers and suppliers.
- Evaluate work procedures and make recommendations to prioritize and expedite workflow.

Quality Control

- Check shipping invoices for accuracy and ensure correct shipment of international orders and hazardous material orders. Ensure that goods are shipped on time to the appropriate destinations and in the expected quantities.
- Review order forms for proper coding, quantities requested, and authorized approvals.
- Prepare Invoices.
- Review Airline selection, AES filing, and Freight Forwarder interaction/performance for proper utilization and to maximize efficiency and minimize errors.
- Review receiving and shipping documentation for adherence to controlled processes as defined by the DEA and other appropriate government agencies
- Assure records of materials in inventory and on order are accurate, updated and input into the database on a regular basis.
- Provide feedback to JMC management to aid in the evaluation of freight services, negotiation of contracts, and management of relationships with chosen suppliers.
- Evaluate daily procedures and make recommendations to JMC management to improve process efficiency and expedite work flow.

Export Operations

- Demonstrate an emphasis on customer satisfaction. Coordinate with the Logistics team, Purchasing, Client Relations and JMC Management to ensure shipments are planned in a manner that meets customer expectations and creates an efficient work flow within the Logistics department.
- Obtain shipping instructions from the customer via Client Relations. Provide shipping instructions and documentation to freight forwarders.
- Coordinate cargo movement based on client requirements in the most professional, efficient, and timely manner.
- Identify any training opportunities and or process changes that need to be made and make recommendations to JMC Management.
- Complete all Automated Export System (AES) filing for applicable shipments prior to departure from US port of export.
- Verify correct information and approve AWBs for accuracy and country specific requirements prior to shipment.
- Review invoices and compliance documents to ensure all necessary paperwork has been submitted prior to cargo departure in accordance with the requirements of applicable governing agencies.
- Review and monitor all rejections, requests for information and other correspondence.
- Follow up on shipments to ensure departure and delivery and provide updates as needed.
- Obtain proof of export for compliance records.
- Provide problem resolution with other company offices.

Invoicing

- Daily coordination with Logistics team to prioritize customers/invoices; organize receiving and shipping for priority orders. Inform Shipping when approvals are received.
- Generate invoices upon receipt of orders and/or processed credit card orders; verify invoices and add all required information necessary for international export to the Enterprise Resources Planning system.
- Check completion and correctness of forms and documents using the proper checklists. Keep up-to-date with the regulatory requirements around documentation and implements changes if necessary. Communicate with colleagues regarding the requirements around documentation.
- Send all required information regarding customer invoices to Customer Service for approvals.
- Act as a point of contact for retrieval of specific documentation as required from customers/Customer Service.
- Print required documentation in proper formats, organize and provide to shipping for processing.
- File, record, recover, archive, scan and maintain documents and database systems.

General Housekeeping, Maintenance and Organization of Storage and Work Areas

- Coordinate and participate in maintaining storage, work areas and equipment in a clean and orderly condition and follow prescribed safety regulations.
- Participate in general office housekeeping as needed.

Other duties and responsibilities may include:

- Trace lost shipments and/or customer claims of lost shipments; initiate proof of delivery documents.
- May maintain department database, prepare routine reports, and file shipping/receiving records.
- Provide final AWB's and/or other documents to Customer Service
- Provide daily reports of leftover shipments to be received and shipped.
- Store shipments awaiting customer approval in appropriate temperature setting.
- Restock and/or request required materials for all job-related functions.
- Track and follow up with pending nonconforming items and resolve when necessary.
- Prepare customer folders that include all necessary documentation requested/required (CoA, CoS, SDS, etc.)
- Perform miscellaneous job-related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Incumbent must be capable of consistently applying JMC core values including a strong commitment to customer satisfaction while performing tasks accurately with unflinching attention to detail and have demonstrated the following:

A. Minimum Learned Skills and Abilities Required

Effectively understand and follow appropriate standard operating procedures, internal policies and compliance guidelines as required by the various products, customers, suppliers and Import/Export regulations.

Maintain, update and enter data into established databases and use a variety of computer software including database, ERP, word processing, and spreadsheets (Word, Excel, QuickBooks and NetSuite).

Communicate effectively and in a timely manner to present information in oral and written form and respond to questions from co-workers, customers, vendors and supervisors.

Easily adapt to changing priorities and manage several assigned tasks concurrently and in a timely manner in a fast-paced environment.

Willingly work and collaborate with others as a dedicated team member and provide extremely focused and goal-oriented support as needed to department and company staff. Maintain professional, productive internal and external relationships.

B. Minimum Education and/or Certification Requirements

Graduation from a 2-year college or university with an Associate's degree in business, logistics, science or related curriculum. Coursework in international business and/or chemistry/biology is helpful. Hazardous Material Handling certification must be maintained on a current basis.

C. Minimum Experience Requirements

One year of related logistics experience preferably with an international distributor; or an equivalent combination of education and comparable work experience may be considered.

D. Information Technology, Process and Office Equipment Used

Typical office equipment includes, but is not limited to, desktop workstations and laptops utilizing a Windows-based environment. Software consists of a variety of enterprise level software products including Oracle NetSuite, Microsoft Office, including Word, Excel, Outlook, Power Point as well as customized international and domestic shipping databases and a variety of web-based applications. Other equipment may include a variety of electronic devices such as cell phones, tablets, printers, copiers, and scanners.

E. Work Environment and Working Conditions

Typically working in a normal office environment. Infrequently working in an outdoor storeroom location or overseeing the loading of transportation vehicles while exposed to outdoor conditions and temperature. Physical effort includes visual acuity and the ability to sit for long periods to receive, count and verify items, and to enter information into databases and spreadsheets; to write legibly on forms; to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals; to move boxes weighing up to 50 pounds and stoop and kneel to retrieve/file paperwork and reports. Position requires routine knowledge of how to handle hazardous material and controlled substances safely and within guidelines.

HOURS OF WORK 8:00am-5:00pm

**Mon-Thurs with 30 minutes for lunch; 8:00am–2:00pm Fridays.
Schedule may change with prior written supervisory approval.
Periodically, some overtime may be required.**



CERTIFICATION

Employee's Name: I certify that I have received and reviewed this position description and acknowledge the description of my objectives and responsibilities.

| Signature | Title | Date |
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Manager: I certify that I have reviewed this position description with the employee named above and acknowledge this position description is complete and accurate upon the time of review.

| Signature | Title | Date |
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President: I certify that I have reviewed this position description with the employee named above and acknowledge this position description is complete and accurate upon the time of review.

| Signature | Title | Date |
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