



# Logistics Specialist

---

## JOB SUMMARY

The Logistics Specialist is responsible for the timely and proper handling/accounting of all products/inventory from receipt through to shipping. All products that JMC sells to our customers have to go through our Logistics department, so it is imperative that the Logistics Specialist performs all transactions with a focus on quality, accuracy and timeliness. The Logistics Specialist is expected to follow established departmental/company policies, procedures, and objectives, continuous quality improvement objectives, and safety/environmental control standards.

## ESSENTIAL JOB FUNCTIONS

### Receiving

- Gather all required documentation prior to arrival of orders and file in the correct location once completed.
- Receive, process and store all incoming materials, chemical compounds and supplies according to established procedures.
- Compare shipments received against purchase orders, sales orders or other records; examine upon arrival for discrepancies. Note any discrepancies via our Quarantine program and file claims when necessary.
- Perform appropriate inventory transactions in our enterprise resource planning system and mark incoming materials with identifying information using appropriate method.
- Scan and file all required documents needed to accompany shipment (CoA, CoS, SDS, etc.)

### Shipping

- Assemble, weigh, count and package customer orders (or returns to supplier) per required dates and per specific directions from supervisor.
- Assemble and pack product containers following JMC's detailed operating procedures for international and/or domestic shipping / packing as well as supplier / customer instructions.
- Determine appropriate international and/or domestic shipping and labeling requirements, which may include hazardous labels, certificate of analysis, safety data sheets (SDS) and the like.
- Properly affix accurate shipping labels including any special customer-required labels; mark packages with stamps, export documents, and other necessary documentation as required by the order.
- Arrange for transportation services.
- Prepare and expedite shipments as needed per instructions.
- Perform appropriate inventory transactions in our enterprise resource planning system.
- Maintain files and records for shipping assuring accurate data entry and processing, as per JMC procedures.

### Inventory Control

- Monitor storage conditions for proper temperature and placement of items.
- Assist in physical counting of temporary inventory including packaging materials, chemical compounds and office supplies.
- Investigate and correct discrepancies in reported quantities of all inventory

### 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:

- May maintain department database, prepare routine reports, and file shipping/receiving records.
- Maintain record of storage unit temperature and humidity.
- 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.
- Perform general maintenance on Logistics equipment.
- 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.



# Logistics Specialist

---

## 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 unfailing 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 Net Suite, 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. Occasionally working in an outdoor storeroom location or loading 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.



# Logistics Specialist

---

**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**

**Logistics Supervisor:** 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**

**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**