



Job Description – Logistics Assistant

Purpose & Scope

The purpose of this position is to act as a liaison between suppliers and manufacturing; oversees day to day requirements of raw materials, packaging, and purchased component parts. Schedules inbound and outbound shipments. Assists in warehouse compliance for inventory control, cycle counting, and other services as required. Analyzes inventory transactions to identify problems. Works in conjunction with sales, customer service, and production scheduler to meet future material requirements.

Duties and Responsibilities

- Safety is everyone's responsibility
- Confers with vendors to obtain product or service information such as price, availability, and delivery schedule
- Issues purchase orders to suppliers and confirms delivery date, quantity ordered and price are correct
- Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories
- Discusses defective or unacceptable goods or services with vendors and others to determine source of trouble and takes corrective action
- Coordinates inbound and outbound shipments (domestic and international)
- Assists in overseeing material movement, distribution, and inventory control
- Seeks process improvements
- Regular on-time attendance at work is an essential function of every job at Dymotek
- Additional duties as assigned

Organizational Relationships

Reports to the Logistics Manager. Has close working relationship with production floor, warehouse personnel and customer service. This job description has been approved by all levels of management.

Working Conditions

- Normal manufacturing conditions requiring safety observation at all times

Education & Training

- Associate's Degree in Business or equivalent work experience.

Technical Knowledge Skills & Experience

- Strong communication and interpersonal skills
- Ability to transfer knowledge to and from others
- Organization and prioritization skills
- Self-directed
- Ability to multi-task
- Strong computer skills
- Ability to speak, read and write the English language
- Strong math skills

- Time management skills

Managerial Skills & Experience

- 2 years purchasing experience
- Must be able to work additional hours if necessary to complete critical goals

Special Requirements (Physical, etc.)

- N/A

Quality Management System Requirements

- All employees are responsible for knowing the Quality Policy Statement, how their job supports the statement and quality objectives
- All employees are responsible for product identification
- Refer to 'Document/Job Function Matrix' (a cross reference of all ISO documents with job titles) for specific documents related to their job positions

This job description has been approved by all levels of management:

Manager or Supervisor _____

Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature _____

Date _____

Employee Name (please print) _____