

Job Title	Logistics Coordinator
Job Code	
Exempt Status	Exempt
Position Status	
EEO Classification	

Job Summary

The Logistics Coordinator, under supervision, oversees and ensures that day-to-day logistical activities are consistent. Serves as the subject matter expert and provides guidance to incident logistics section personnel during response operations.

Essential Duties and Responsibilities

- Coordinates the development and implementation of equipment maintenance, shipping schedules, and vendor performance with program training managers and the shipping vendor.
- Works with the Business Office and System Procurement Office to develop requests for proposals for shipping services.
- Evaluates vendor proposals and recommends shipping vendors to the Program Director and training managers.
- Serves as the program's point of contact for coordinating grant funded training program equipment and supporting materials purchases with the training managers, Program Director, and Business Office.
- Prepares, tracks, and reconciles purchase orders and invoices with both vendors and the Business Office.
- Trains and assigns logistical staff to support, maintain, and/or ship required training materials and equipment in support of course deliveries.
- Coordinates technical operations and maintenance training for instructional and support staff on program equipment.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree in applicable field or equivalent combination of education and experience.

Experience – Two years of related experience.

Knowledge of – Knowledge of word processing and spreadsheet applications.

Ability to – Ability to multitask and work cooperatively with others. Strong verbal and written communication skills.

Licensing / Professional Certification –Class A driver's license or ability to obtain one within six months of employment.

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position may supervise employees.

Other Requirements

Approved by:	
Date approved:	
Reviewed:	