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| Job title: | Operations/Logistics Coordinator |
| Department: | Operations |
| Location: | North America/Houston office |
| Supervisor: | Sr. Director of Operations & Customer Care |
| FLSA: | Non-Exempt |

JOB DESCRIPTION

Job purpose:

Responsible for maintaining stock levels, ordering items to fulfill customer orders and purchasing items for internal company use. Support sales staff with price and delivery of items and sourcing of products. Process inventory adjustments and monthly cycle counts, along with year-end inventory. Process sales orders post-handoff from the sales team, and ensure that timelines for delivery are met, required documentation is in place, and that orders are fulfilled accurately.

Duties and responsibilities:

- Order fulfillment by means of purchasing items for jobs/projects and/or allocating from stock
- Obtain best price and delivery on all orders
- Confirm all orders and expedite orders to meet client deadlines, and update purchase order with all confirmation and expediting notes
- Verify inventory stock levels and recommend stock purchases when needed
- Work cross functionally with various departments to advance the company's goals
- Enter and verify all orders as required by sales, and that all orders are tracked appropriately
- Support the sales team with quote generation, RFQ response, and project coordination activities
- Assist with the coordination and monitoring of supply chain operations.
- Implement and maintain inventory reorder levels on stock
- Setup new part numbers within the appropriate logistics management system
- Assign new manufacturer prefixes as per the prescribed naming convention
- Check-in, inspect, receive, label and stock inbound inventory items
- Weekly Reports preparation and management review (open orders, stock levels, etc...)
- Pick, pack, plan, ship, and track customer shipments according to order requirements
- Process cycle counts monthly in coordination with logistics group requirements
- Meet all month-end and year-end deadlines as assigned by management
- Process purchases and sales via credit card, line of credit, and purchase order methods
- Follow import / export guidelines and regulations for all international shipments
- Perform other duties as assigned by direct management
- Operate a forklift or pallet jack to load, unload and move items; checks in, receives and labels items and places received goods in assigned locations; and stocks as needed.

- Participate in periodic inventories; locates, pulls and packages requested Supplies, equipment and other materials to accurately fill orders.
- Assist in collecting, storing and preparing surplus supplies, equipment; properly receives and stores shipment; performs warehouse maintenance and follows safety policies and procedures.
- Pick approved orders and prep for shipping (bring to Technician as needed for upgrade or test).
- Check warehouse safety.

Qualifications:

- Strong understanding of the Microsoft Office product suite
- 2 - 5 years of related operations, purchasing, and order processing experience
- Willingness to embrace change, and strive for personal development and advancement
- Strong analytical and problem-solving skills
- Outstanding written and verbal communication skills
- Ability to work effectively as both an individual and as part of a team

A willingness to embrace and live the core values of Network Innovations.

Direct reports:

- N/A

Working conditions:

This position operates in a professional office environment during normal business hours. There may be times when the employee is required to work outside of normal business hours.

Physical requirements:

This position requires the individual to sit and use a computer for extended periods of time. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to walk. The employee is occasionally required to stand; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

Disclaimer Statement: This job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed above provided that such duties are

characteristic of that classification.