

REPORTS TO	Global Procurement Director
LOCATION	Power-Sonic Corporation HQ, Reno, Nevada
DEPARTMENT	Logistics
COMPANY	Power Sonic
WEBSITE	Batteries: www.power-sonic.com Injection Molding: www.powersonicimd.com Metal Fabrication: www.concisefab.com
DATE REVISED	11/03/2020

LOGISTICS COORDINATOR

About Power Sonic

Power Sonic has over 50 years of experience as a leading force within the battery industry, with focus on the design, manufacturing and distribution of innovative battery solutions. We employ over 1.000 people worldwide with our corporate headquarters in the USA, and our EMEA headquarters in The Netherlands. Besides these, we have major operations in the UK, France, and Mexico. Within our business unit Utilities & Infrastructure, we enhance networks, power generation, and energy control.

When it comes to energy storage not all solutions are created equal. Our energy storage solutions utilize advanced smart technologies designed to deliver optimal performance in the most demanding applications. We are helping build the energy network of the future and improving energy infrastructure around the world.

Innovative thinking combined with years of expertise in the battery and energy storage market makes us stand out against the competition. We understand the true complexities of energy storage and analyze every project from feasibility, configuration and sizing, to sustainability and ROI, offering a “tailor made” solution that works best for our customers.

Job Description

The Logistics Coordinator will report to the Global Procurement Director. The Logistics Coordinator works in transportation or warehouse of batteries, processes orders and oversees cycle of order fulfilment. The Logistics Coordinator is responsible for making sure stock and materials are processed through the delivery and/or warehouse system efficiently and safely.

Job duties

- Facilitate the shipping of goods from one destination to another
- Arrange transportation and orchestrate deliveries to meet customer demand with little to no delay
- Coordinate deliveries
- Takes steps to avoid quality control issues
- Manages activities throughout the order fulfilment and transportation cycle to make sure established deadlines are met

- Continually reviews freight costs, transportation rates to keep costs down where possible
- Streamlines shipping and transportation processes

Skills and competences

- ✓ Problem-solving skills and arrange same-day deliveries whenever possible
- ✓ Communicate with suppliers, customer and internal stakeholders
- ✓ Decision making ability
- ✓ Procedural mindset
- ✓ Ability to prioritize
- ✓ Understanding of quality management principles
- ✓ Talent for recognizing opportunities for process and quality improvements
- ✓ Attention to detail
- ✓ Experience in preparation of accurate report for the management

Requirements and qualifications

- ✓ Bachelor's degree in Logistics or Business Analytics (preferred)
- ✓ 3 - 5 years of experience in logistics coordination
- ✓ Experience in Logistics or Customer Service often may substitute for education
- ✓ Computer-savvy with a working knowledge of logistics software / ERP system (preferably Microsoft Dynamics)
- ✓ Knowledge of laws, regulations and ISO requirements
- ✓ Solid understanding of logistics processes
- ✓ Should be eager to learn, self-motivated and working in a team
- ✓ Should be sensitive and perform effectively in a multicultural environment.

Contact careers@power-sonic.com for more information