

Colombia Jobs Expertini®

Logistics Coordinator

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Company: Tacrockford

Location: Honda

Category: other-general

As Logistics Coordinator at TAC Rockford you will play a crucial role in ensuring the smooth flow of goods in and out of the organization.

This role encompasses a diverse range of responsibilities including managing incoming and outgoing shipments, performing office-related tasks, and handling international shipping logistics.

We promise this isn't your ordinary warehouse job. The workday will involve a combination of hands-on warehouse duties and office-based responsibilities requiring multitasking, attention to detail, organizational skills, and excellent communication skills.

We don't anticipate you'll know a lot about what we do or how we do it so extensive on-the-job training will be an ongoing part of the position. We need someone with the flexibility to handle the unusual and a desire to learn new things. Curiosity and questions are strongly encouraged.

How to Apply

E-mail your resume along with a note telling us why you believe working at TAC Rockford in this role is a great fit for you to ***Only applications including both will be considered.***

Key Responsibilities

Receive incoming shipments, verify the contents against purchase orders, and inspect for damages

Prepare and pack items for outgoing shipments: noting item contents, delivery methods, and other logistical details

Coordinate with shipping carriers and schedule pickups as needed

Monitor and maintain accurate inventory levels. Investigate and resolve discrepancies between physical and system inventory

Collaborate with suppliers, customers, and team members to resolve discrepancies

Maintain an organized and efficient work environment

Work to fully understand customer needs

Doing anything and everything that needs to get done in a small company (the “many hats” cliché applies here)

Preferred Background/Qualifications

A problem-solving and organized approach to the day’s challenges

Computer proficiency

Ability to lift and move products and packages of various sizes and weights

Excellent organizational and time-management skills

Effective communication skills: interpersonal, telephone, and written

An appreciation for all things mechanical

A positive attitude, a keen eye for detail, and a passion for making people smile

Curiosity and ability to learn and apply new information quickly (this is super important)

Desirable qualifications (preferred but not required)

Experience in shipping and receiving or a similar role

Interest in mechanical or technical products

Familiarity with general office procedures, practices, and equipment

Knowledge of common business documents (purchase orders, quotes, invoices, etc.)

International fluency and foreign language skills (a lot of our customers and suppliers are

outside the US)

QuickBooks accounting software experience

Meet TAC Rockford

Founded in 1991, TAC Rockford is a small, family-owned company that serves manufacturers globally with products that improve manufacturing productivity and keep equipment running. Our customer base includes a lot of companies you've heard of (Boeing, SpaceX, Woodward, GM, Honda, Caterpillar, Fender, Apple, NASA, Facebook) as well as small to midsize companies you're probably not familiar with that are just as key to global manufacturing.

Our products help manufacturers sleep at night. No, not by tucking them into bed with hot cocoa, but by providing them with tools and equipment to ensure their machines are doing what they're supposed to do.

We are a fun, laid-back group of people located in a newly renovated 1900s era building in Rockford's vibrant downtown. TAC Rockford is actively involved with several organizations including FIRST Robotics teams and Rockford MakerSpace.

This position is full time and in-person

Hours are flexible but are typically within normal business hours

Compensation \$16-\$20 (based on skills and experience)

401k with high company match

Paid vacation and holidays (including your birthday and a Ferris Bueller's Day Off)

Rockford MakerSpace membership (

#J-18808-Ljbffr

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