



## **Logistics / Supply Chain Coordinator**

### **Seafood Industry**

Tropical Aquaculture Products, an industry leader in Aquaculture sales and marketing is seeking a Logistics Coordinator to join our growing team. Our commitment is to provide the best quality fresh seafood in the shortest time possible with exceptional customer service. If you are a numbers person with outstanding computer, math, and organizational skills, think well on your feet and are great with people; we want to talk to you!

**Summary:** To work towards developing a thorough understanding of Tropical's Logistics department and client's shipping requirements and patterns. Candidate would review and process day to day operations, evaluate, and recommend as needed. Candidate will plan and schedule appropriately to maintain a cost effective balance between customer service and cost of shipments as well as maintaining inventory controls and Tropical's needs.

#### **Duties and Responsibilities:**

- Utilize various Inventory Management Systems to facilitate product movement, planning, scheduling, and delivery
- Prepare and update monthly logistics schedule to assure deliveries to client locations.
- Coordinate product delivery schedule with customers.
- Organize and maintain hard copy and electronic documentation supporting
- Order fulfillment, distribution means, pricing, and contractual obligations while maintaining all metrics.
- Initiate overcharge/undercharge freight bill claims with carriers and track reconciliation of the same per standards.
- Re-route freight as needed to meet demands and minimize costs.
- Ensure Quality Control Reports are evaluated, report deficiencies.
- Initiate shrink threshold and loss claims with warehouse providers and tracking reconciliation
- Create, track and monitor including communicating all information with regard to flights to warehouses.
- Assist in the administration of supply agreements for truck carriers.
- Coordinate with Sales to manage inventory levels at multiple locations.

P.O. Box 6311 Rutland, VT 05702-6311

Tel. 802-747-6311 Fax 802-747-6353

[resumes@cattilapia.com](mailto:resumes@cattilapia.com)

[www.tropicalaquaculture.com](http://www.tropicalaquaculture.com)

- Review inventory position daily and weekly against outstanding orders and sales forecasts and takes action to expedite inbound shipments to meet customer demands.
- Work with supervisor to effectively resolve inventory or order discrepancies that are outside of his/her control.
- Ensure that goods are shipped in the most timely and efficient manner according to documented processes, including tendering the order for transportation, and tracking the shipment from pick up through delivery all the while targeting cost reduction, freight savings, service and contractual requirements.
- Communicate fulfillment status and/or issues within Tropical to points including Demand / Supply Planning, Logistics Management, Sales, and Customer Service.

### **Skills and Competencies:**

- Excellent, professional communication skills (telephone and email) are essential. Team player with proven ability to work well under pressure and constant deadlines.
- Problem solving skills with the ability to seek alternative solutions for dilemmas and dynamically changing requirements
- Strong attention to detail with excellent follow-up.
- Working knowledge of Microsoft office Products, especially Outlook and Excel.
- Professional aptitude, presentation and demeanor.
- Strong / Positive Leadership and Relationship skills
- Prior International or Export experience preferred, but not required.
- Respect -- extending dignity and respect to all people.
- Integrity -- fostering trust and a positive work environment.
- Teamwork- showing a commitment to teamwork and collaboration.
- Innovation- bringing creativity to the workplace.
- Customer Focus -- achieving Company, department, and personal goals through a strong customer focus.
- Strong connection to personal health/fitness and the environment

### **Qualifications:**

- Bachelor's degree and/or minimum 5 years customer service/logistics
- Perishables / Seafood experience a plus
- Experience with international business, logistics, Spanish/Portuguese proficiency helpful

**Benefits:** Competitive compensation package. Medical, Dental, 401K, Vacation. Some benefits subject to applicable eligibility and waiting periods.

**To apply for this position please send your Resume and Cover letter to ~  
resumes@eattilapia.com**

P.O. Box 6311 Rutland, VT 05702-6311  
Tel. 802-747-6311 Fax 802-747-6353  
[resumes@eattilapia.com](mailto:resumes@eattilapia.com)  
[www.tropicalaquaculture.com](http://www.tropicalaquaculture.com)