



Logistics Coordinator

Position Overview

Cornerstone Specialty Wood Products, LLC is a world leader in the design, manufacturing, and support related to providing superior flooring solutions for industrial work platforms, pick modules, mezzanines, conveyor platforms, and storage facilities in North America and around the world. Known worldwide for their mezzanine flooring, they have installed millions of square feet of ResinDek panels worldwide in major corporations throughout the United States and over 25 different countries.

Due to rapid growth, Cornerstone is growing their Logistics team and is seeking a **Logistics Coordinator** to arrange efficient transportation for both internal and external customers.

Cornerstone Specialty Wood Products, believes in a collaborative work environment with a team approach to work and problem solving. Are you looking for a corporate culture that fosters engagement, teamwork, growth, and the development of team members? If so, this might be the place for you!

Key Activities

- Coordinate and schedule inbound and outbound freight.
- Obtain and distribute freight confirmations, BOL, and photos for each shipment.
- Provide customers with documentation, BOL and PODs, and photos for each shipment.
- Create Bill of Ladings as needed.
- Organize and manage inventory, storage, and transportation.
- Analyze and optimize logistical procedures.
- Review, prepare, and route purchase orders.
- Ensure the safe and timely pick-up and delivery of shipments.
- Monitor shipments, costs, timelines.
- Address and resolve shipment and inventory issues.
- Provide excellent customer support.

Qualifications & Requirements

- 3+ years of logistics experience.
- BS/BA related degree preferred; minimum AS/AA related degree required.
- Intermediate-Advance knowledge of Microsoft Office including Excel and Word.
- ERP, SAP, WMS or related, preferred.

Skills & Abilities

- Ability to simultaneously manage multiple complex tasks.
- Strong communication skills (verbal and written).
- Demonstrated ability to learn new processes.
- Problem solving and critical thinking skills that contribute toward continuous process improvement.
- Excellent collaboration and relationship building skills; ability to work cross-functionally across the organization.
- Top notch customer service skills

Further Information

Other perks of working at Cornerstone include a Competitive Salary, Bonus Plan, Profit Sharing, 401 (K) Matching, Vacation, Holidays, Medical & Dental Insurance, Disability and Life, Wellness Program, Educational Assistance, and Volunteer Opportunities.

A Slice of HR is partnering with our client on a fee for service basis. If interested, please email your resume to emily@asliceofhr.com