



Title of Position: Logistics Coordinator

Duration: Part-Time, Exempt, Permanent | Monday – Friday | 10:30 – 2:30

Location: Butner, NC and/or Morrisville, NC (Raleigh-Durham Office)

Salary: \$15-17/hr

Reports To: Online Services Manager and General Manager

Summary:

Act as liaison between customers, sales, warehouse personnel, and carriers. Control warehouse inventory by coordinating movement of product from production to warehouse to shipping.

Essential Functions:

- Control and manage inventory
- Oversee daily warehouse operations
- Inspect and log incoming orders and returns
- Process outgoing orders including pick, pack, creating shipping labels with specialized information
- Communicate with Online Services and Warehouse personnel to ensure efficient delivery of products
- Create Proforma/International invoices
- Ensure quality levels and delivery deadlines are met
- Manage multiple projects simultaneously with tight deadlines on a consistent basis
- Manage photography and creative copywriting for products
- Provide customer support assistance via email and phone
- Recognize, troubleshoot, and correct warehouse management system and process problems
- Create a suite of reports including daily shipping reports, reorder reports, inventory reports
- Assist with inventory counts
- Create and build kits as needed
- Any other task or duty as assigned or required

Desirable Skills/Experience and Required Competencies:

- Project Management
- eCommerce experience with proven knowledge of warehouse policies and procedures
- Strong Inventory Management skills
- Experience with various shipping methods and carriers including International shipping
- Proficient with Microsoft Excel and Quickbooks Enterprise Edition
- Experience working with order entry software.
- Strong attention to deadlines
- Strong project management and organizational skills and the ability to work as a team player.
- Listening, Creative Thinking, Creative Problem Solving, Entrepreneurial, Continuous Learning, Attention to Detail, Self-Management, Inquisitive Nature, Administrative and Prioritization skill sets.
- Strong verbal and written communication skills
- Customer Service savvy

Job Specifications: (which we realize are slightly curious, but they are important, nonetheless)

- Ability to move about inside the office to access file cabinets, office machinery, etc.
- Continually operate a computer and other office machinery, such as a cost/margin/sell calculator, copy machine, and printer.
- Distinguish colors and assess imprint accuracies or inaccuracies.
- Vision clarity within 2 feet or less.
- Work with moderate to loud levels of music (rare heavy metal, punk and rap) and noise that is typical for the work environment.
- Ability to lift or force exerted occasionally up to 50lbs.
- Brand Fuel maintains a dog-friendly culture, particularly in the Norfolk, VA office.
- Work pressures, disturbances of work flow, and/or irregularities are expected and occur.
- Make ongoing prioritization and re-prioritization decisions and communicate within a team.
- Project work must continue while assuring that day-to-day operations continue and technical problems are resolved.

Application Process:

Please visit www.brandfuel.com. If, after review, you are interested in the promotional products industry and Brand Fuel, please email résumé: resume@brandfuel.com. Please mention who you were referred by or how you heard about the opportunity. Only qualified candidates will be contacted.

About Brand Fuel:

Founded in 1998, Brand Fuel is a brand merchandising agency web services firm with five offices/showrooms: on the edge of North Carolina's Research Triangle Park, downtown Norfolk, Virginia, Boston, MA., Greenville, SC and London, England. As a full-service promotional products agency, Brand Fuel coordinates the selection, design, decoration, and production of logo merchandise for clients locally and worldwide. Since its inception, Brand Fuel has won Best Places to Work, Best Website, Best Showroom, Best National Marketing Event awards, Best Places to Work, and is recognized in the top 1% of the industry in revenues. We pride ourselves in our creative ability to help clients increase sales and raise brand awareness.

Brand Fuel provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Brand Fuel complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.