



Traffic Coordinator Long Beach, CA

Job Description

This position will coordinate the traffic responsibilities with the Shipping Manager in the day to day functions in the shipping and receiving departments. In addition, it will be responsible for performing complex analysis and reports on distribution data, drawing appropriate conclusions, communicating with management, making appropriate recommendations in relations to the Traffic function.

Job Duties:

- Performs a variety of duties to support shipping and receiving department to assure on-time and accurate shipments.
- Creates shipping documentation, bills-of-lading, etc.
- Arranges transportation schedules with carriers.
- Creates shipping documentation including bills of lading, shipping labels, and export paperwork. (NAFTA, AES filing, etc.)
- Routes outgoing shipments through various freight forwarders and schedules transportation of shipments.(Federal Express, UPS, customer TMS systems and International Forwarding Agents)
- Works closely with logistics providers to assure on-time shipments, pickups and deliveries
- Maintains shipment files, issues reports, and responds to customer service inquiries regarding status of shipments.
- Provides and maintains key performance indicators for shipping and receiving departments.
- Provides daily order and shipment analysis reports.
- Posts orders and shipping information daily using ERP system.
- Work with others in supply chain and manufacturing department to assure transactional accuracy.
- Provides freight rates to customers and customer service department.
- Communicate accurate order / shipment / export details to Customer Service.
- Special projects and functions as they arise.
- Support and/or lead continuous improvement projects for Receiving and Shipping operations, provide department back up and other duties as assigned.
- Adhere to company policies and safety rules and regulations. Wear all personal protective equipment as required.

Qualifications:

- Minimum of 2-3 years relevant work experience.
- Excellent written and verbal communications skills, statistical analysis, time management, human relations, and organizational skills.
- Strong organizational, analytical and motivational skills along with an ability to thrive in a fast-paced, metrics-driven, performance-based environment with stretch goals.

- Team orientated with excellent oral and written communication skills.
- Advanced knowledge of Excel, Word and Access.