

Logistics Coordinator

Salary: \$49,920.00 – \$70,720.00 (Hourly rate \$24.00 - \$34.00)

Location: RPAC, LLC
21490 Ortigalita Road
Los Banos, CA 93635

Job Type: Full-time

Department: Shipping

Job Number: 8301

Closing: Continuous

We are looking for a detail-oriented multi-tasker with excellent communication skills and an upbeat attitude. This person will help run our shipments efficiently and according to safety guidelines.

Logistics Coordinator responsibilities include supporting all supply chain procedures, from coordinating deliveries to managing shipping documentation. To be successful in this role, you should be well-organized and understand the order fulfillment cycle.

Ultimately, you will ensure our customers receive the right orders on time.

Responsibilities:

- Plan shipments based on product availability and customer requests.
- Track orders to ensure timely deliveries.
- Prepare shipping documents.
- Coordinate our supply chain procedures to maximize quality of delivery.
- Schedule trucking and container shipments
- Maintain updated records of orders, suppliers, and customers.
- Provide information to customers about the status of their orders.

Requirements:

- Work experience in the logistics field is preferred
- Knowledge of Microsoft Office and logistics software or transport management systems
- Excellent organizational and time-management skills.
- Good communications skills

Compensation and Benefits:

- Competitive pay based depending on experience.
- Company provided Health Insurance
- Company matched 401(k) Plan.

RPAC LLC is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, sexual orientation, status as a qualified individual with a disability, or any other characteristic protected by law.