**Employment Listing Form**

***All of the following information will be made available for student review.***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position Type** |  | Internship |  | Part-Time | | | | | x | Full-Time | | |  | Summer | | | | |
| Logistics Coordinator and Shipping | | | | | | | | | | |  | Piro Dental Supplies, Inc. | | | | | | |
| Position Title | | | | | | | | | | |  | Company Name | | | | | | |
|  | | | | | | |  | Immediately | | | | | | | | |  | 1 |
| Application Period | | | | | | |  | Start Date | | | | | | | | |  | Number of Openings |
| 8:00 – 5:00 | | | | |  | TBD | | | | | | | | |  | Turlock | | |
| Days/Hours | | | | |  | Wage/Salary | | | | | | | | |  | Location | | |

**Job Description**

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| The logistics coordinator tracks progress of processed order until point of delivery to customer. He/she often oversees status of orders from suppliers and updates customers. The job requires him or her to advise clients on methods of shipment, and prepare shipping documents needed such as packing list, certificate of origin, and any documents required by the freight company to ship the order.  The logistics coordinator also negotiates the transport of goods with vendors and freight companies. He/she is responsible for troubleshooting problems with delivery or damaged goods during the shipping process. When freight or baggage arrives, he/she notifies customers or passengers of delivery or a delay in delivery.  The coordinator also checks all orders that arrive to our office by counting and inspecting the items and prepares the order to be shipped out. He/she calculates freight and prepares shipping labels through fedex/ UPS/ or DHL. |

**Qualifications**

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| * A Logistics Coordinator must have a good level of education. Experience within an office environment, international shipping is a plus but not required. * A Logistics Coordinator must be organized and logical, willing to adapt quickly to changing policies and procedures. * The Logistics Coordinator must be able to work as part of a team in a fast paced and sometimes pressured environment, communicating effectively with both colleagues and clients and following verbal and written instructions. * You must be able to efficiently solve problems relating to transportation of goods in locations both national and overseas. * You must be able to operate Microsoft Office. |

**How to Apply**

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| By email to caroline@pirotrading.com |

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| Contact Person | | |  | Title | | |
| Caroline Piro |  | President | | | | |
| Phone |  | Email: caroline@pirotrading.com | | | | |
| 209-667-7204 | | | | | | |
| Mailing Address | | | | | | |
|  | | |  |  |  |  |
| City | | |  | State |  | Zip |
|  | | | | | | |
| Website; www.pirotrading.com | | | | | | |

*Interview facilities, job listing, or other services are not made available to employers who unlawfully discriminate in the selection of employees on the basis of race, color, sex, sexual orientation, religion, national origin, ancestry, marital status, pregnancy, age, disability, veteran status, or any other basis prohibited by applicable law.*