



Logistics Coordinator – Manitowoc, WI

GENERAL SUMMARY:

Direct and coordinate the daily shipments of products and materials with Lakeside approved carriers for both inbound and outbound freight flows, across multiple Lakeside locations. As well as assist in: maintaining Lakeside TMS system parameters, Resolve OS&D and Claims, updating logistics KPIs, freight quote/shipment status communications, pallet programs, customer programs.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Daily coordination of Lakeside's Logistics and Distribution programs and shipments, for our canned and frozen business, including inbound, outbound, and interplant shipments.
- Coordinate, monitor, and update TMS to ensure that logistic route guides are being followed to ensure best cost/service for Lakeside and its customers
- Assist with evaluation/reporting of carrier performance and KPIs to ensure, on time and damage free deliveries, to Lakeside plants, warehouses and our customers
- Administer and Resolve all OS&D situations and returns. File all freight claims when appropriate; follow up on final dispositions and collection of funds from carriers/warehouses.
- Act as liaison between Lakeside carriers, sales, warehouses, and customers regarding the efficient and effective movement of product to our customers receiving points, interplant movements, and movement to outside storage.
- Assist Group Logistics Manager to implement and manage logistics systems in the following platforms (ERP, TMS, Excel sheets, price/quoting sheets, track and trace, EDI interfaces) that touch information flows with Sales, Customer Service, Administration, Operations, and Warehousing.
- Coordinate/ manage all pallet, tote, or returnable packaging programs.
- Assist in development and reporting of any current or new logistic KPIs.
- Assist in the audit of freight differential accounts.
- Other assignments as directed by Group Logistics Manager, Director of Supply Chain or VP of Operations.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Two-year Material's Management Degree or a combination of both a two-year degree and a minimum of three to five years inventory control experience.
- Three to five years related experience and/or training; or equivalent combination of education and experience.
- Ability to work closely with other departments, customers, and carriers while forming positive working relationships.
- Personal computer, Word, Excel, TMS, and ERP knowledge and experience.

TEAMWORK AT LAKESIDE (TAL):

- Through individual and team efforts, enthusiastically work toward the continuous improvement of his/her job, work area, department and Lakeside as a whole. Fully participate in TAL by "living" Lakeside's Standards of Conduct and being an active member of operational and project teams. By action and work, clearly and visibly demonstrate the spirit of teamwork, cooperation and respect for others in all business transactions and exchanges.
- Proactively create an environment that clearly and sincerely encourages the spirit of TAL in all areas of responsibility.

WORK ENVIRONMENT:

- This position may require travel to Lakeside Warehouses, forward warehouses, customers and freight companies around the country.
- The Company will supply good working conditions that are conducive to all employees. This includes a non-smoking workplace.

Interested applicants should contact:

Lakeside Foods, Inc.
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or e-mail: lakeside@lakesidefoods.com

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