

Customer Service Coordinator Ad

Customer Service Coordinator will monitor inventory at multiple locations, and will provide customer interface in the process of planning and implementing the efficient, effective transport of goods, services and related information from point of origin to destination.

Responsibility will include primary communication between customer and company with respect to its transportation, warehousing and administrative processes:

1. Daily coordination of inventory management to multiple locations
2. Daily coordination of load planning of customer deliveries
3. Provide daily activity reports of all movements
4. Knowledge of invoicing and monthly usage reports
5. Update and distribute customer protocols
6. Communicate with various groups to plan and implement customer needs.
7. Provide Root Cause Analysis and Corrective action of issues
8. Support Process Improvement through use of Continuous Improvement

Skills/Qualifications:

SAP, Customer Service, Quality Focus, Problem Solving, Documentation Skills, Listening, Phone Skills, Resolving Conflict, Analyzing Information , Multi-tasking, Logistics Experience, Computer skills including Microsoft platforms.

Compensation/Benefits:

Please enclose salary history.

Competitive salary with 1 week vacation after 6 months, Health Care 100% Employee and Family, Simple IRA employer match.

Please send resume to: webresumes@bright.net