

**DeTect, Inc.**

Job Description: Logistics Coordinator

## Logistics Coordinator

Job Title:	Logistics Coordinator / Import/Export Specialist	Date Prepared:	4/23/2024
Reports To:	Craig Rainey	Department:	Operations
Division:	Panama City	Location:	US
Prepared by:	Carol Fuqua / Craig Rainey	FLSA Status:	Exempt ???
HR Approval:	Carol Fuqua	CEO Approval:	Gary Andrews

**Summary:** The position will be focused on the coordination of all inbound and outbound shipments for the company. This will include shipments to include both domestic and international shipments, express as well as freight. An in-depth knowledge of the process of controlled commodities and all facets of the shipping process is required to be successful in this role.

Tasks involved in carrying out this role include but are not limited to the following:

- Preparation of all shipments for the company
- Complete international shipping packages
- Maintain shipping records and ensure packages are delivered.
- Process, track and trace international shipments
- Understand, interpret and apply export requirements for proper customs clearance
- Resolve all shipment issues
- Adhere to all safety standards, regulations, laws and polices

This position will require close coordination with several departments within DeTect. The person will liaise and coordinate with other DeTect departments including Operations, IT, Production, Marketing and Accounting to ensure their departmental shipping needs are carried out in a timely, efficient manner.

**Skills and Ability Requirements:** The candidate ideally will possess or develop the minimum skills and abilities listed below:

- Knowledge of shipping sites such as FedEx, DHL Global, etc
- Ability to communicate with internal personnel as well as customers and vendors
- Excellent verbal and written communication skills.
- Experienced-level knowledge of MS Office applications (Word, Excel, Teams, and Sharepoint).
- Team-oriented approach to achieving company objectives.
- Ability to lift 50 lbs independently and up to 90 lbs with two people.
- Ability to work under pressure and within project timelines
- Ability to work with other team members as required.
- Aptitude for challenging and detail-oriented projects.