



# Logistics Coordinator

Classification: Non-exempt

February 17, 2020

Supervisor: Logistics Manager

## Job Overview

---

### 2 Towns Vision:

We aspire to create craft cider that is accessible to the people, utilizing the most advanced cider making standards, and quality Northwest ingredients, without being afraid to do things a little differently. Much like our product, 2 Towns as a company is fun, unique, and filled with energy. Our crew is what makes what we do possible, and we are committed to fostering an environment of fairness, empowerment, and security.

### Job Summary:

2 Towns Ciderhouse is dependent on making sales and developing and fostering relationships with our distribution partners to meet that objective. We are equally dependent on clear and consistent communication with our sales representatives that work alongside our distribution partners and leveraging our web portal platform to meet our sales objectives.

This position is responsible for communicating with our distribution partners, sales team, and production crew to maximize the volume of cider that can be shipped to each destination in order to meet our sales goals.

## Essential Duties and Responsibilities

---

The Logistics Coordinator is responsible for maintaining relationships with our distribution and logistics partners in order to secure and book shipments of cider based on distributor inventory levels and sales rate data analysis. The Logistics Coordinator will:

- Understand and manage a SAP based web portal environment to ensure products are accurate and available for order.
- Communicate package needs with production and warehouse managers to decipher inventory availability, ship date options, and selecting the best mode of transportation.
- Drive company-wide cost reduction in transportation and partner with finance department to reconcile distribution partners pricing and invoicing inquiries.

Core duties and responsibilities include the following: (Other duties may be assigned)

### **I. Logistics**

- Maintain relationships and communicate with distribution and logistics partners daily
- Minimize preventable distributor out of stock scenarios
- Monitor internal finished goods inventory levels and manage outbound order flow
- Coordinate the finished goods available for shipment with production and warehouse managers
- Coordinate with regional sales managers to develop weekly suggested distributor orders
- Create and finalize sales orders via company's internal software environment
- Coordinate with 3rd party logistics partners and preferred carriers to schedule weekly shipments
- Track shipments, carrier performance, and confirm timely arrival at destination
- Identify opportunities to reduce logistics costs while maintaining or improving service levels

### **II. Miscellaneous**

- Represent 2 Towns Ciderhouse courteously, accurately, and enthusiastically
- Understand key logistics and inventory control concepts
- Responsible for continual learning of our industry, especially cidermaking processes and sensory evaluation
- Participate in quarterly staff meetings and company-wide Cider Education events
- Represent 2 Towns Ciderhouse at the Annual Harvest Party
- Review own time cards on a regular basis
- Adhere to 2 Towns Ciderhouse safety policies and procedures at all times
- Observe and follow all policies described in the Employee Handbook
- Other duties as assigned

### **Desired Skills and Abilities**

---

- Integrity
- Strong attention to detail
- Excellent written and verbal communication
- Self-starter that can work independently in a fast paced environment
- Time management
- Task and goal oriented
- Strong team player qualities
- Problem solver
- Willingness to learn industry specific compliance and production requirements
- Excellent organization and prioritization skills
- Willing and able to adjust to multiple demands, shifting priorities, and demonstrate flexibility
- Ability to maintain confidential information
- Must be able to work outside of normal work hours occasionally\*

## **Required Minimum Qualifications and Experience**

---

- Must be 21 or older
- High School diploma or equivalent
- Two years' experience in a professional fulfillment or logistics role
- OLCC Alcohol Service Permit or ability to obtain one, paid for by the company
- Ability to learn and use SAP and industry specific add-ons
- Proficiency with Excel, Word, and Google Drive
- Valid Driver's License and acceptable driving record
- Have access to reliable transportation
- Able to sit for long periods of time
- Able to lift 35lbs with own strength or move 50lbs using a hand truck
- Able to kneel and stoop occasionally

## **Physical Demands**

---

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; walk; use hands to move cases, reach with hands and arms; stoop, kneel, crouch, or crawl..

## **Work Environment**

---

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of this position will operate in a professional office environment. This role routinely uses standard office equipment. Due to the traveling nature of this position (less than 10% of the position), some work will be done remotely.

## **Compensation and Benefits**

---

2 Towns Ciderhouse offers competitive wages that will be determined by experience and may include health insurance, monthly merchandise credit, 401k & profit sharing bonus opportunities, and paid time off. Benefit eligibility is dependent on job classification and hours worked. Complete details are outlined in the 2 Towns Ciderhouse Employee Handbook.

## To Apply

---

Please submit the following documents to [jobs@2townsciderhouse.com](mailto:jobs@2townsciderhouse.com):

1. Your resume
2. A cover letter that addresses your experience working in a production/manufacturing setting, as well as any previous fulfillment experience, if applicable

Please, no phone calls about this position. Sorry, resumes submitted without cover letters will not be considered.

2 Towns Ciderhouse is an equal opportunity employer.