



Logistics Coordinator

Job Description

Department: Print

Reports to: Print Supervisor

Who we are

LaGwana is a creative services company based on Christian principles. As such, we aim to grow and empower our employees, serve our local community, and fairly serve our customers.

Job Role Summary

The Logistics Coordinator keeps our delivery and receiving organized and fills in when needed. This includes setting The People's Exchange paper delivery routes and being the contact for the drivers. This person would be in charge of The People's Exchange unloading and loading process on delivery days and would plan out the restocking of The People's Exchange, The Hometown Treasure and The Business Directory. This Coordinator would also ensure the brochure racks stay stocked either by doing the stocking or supervising a brochure driver along with performing or supervising the act of running print jobs to the post office when needed.

Key Responsibilities/Tasks

- Plans PE delivery routes
- Manages and takes phone calls for PE drop locations
- Coordinates received deliveries
- Helps organize sales delivery schedules
- Communicates with delivery drivers
- Ensures restocking of publications and brochures
- In charge of the garage
- Finds replacement drivers or fills-in when needed
- Organizes and/or performs trips to the post office

Personal Skills/Qualities

- Detail-oriented
- Values customers and the company
- Time management

Technical Skills/Knowledge

- Can operate a forklift, preferred
- High School Diploma/GED preferred
- Computer literacy

Work Environment

The work environment described here is representative of those that must be met by an employee to successfully perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

While performing the duties of this job, the employee is regularly required to effectively communicate through speaking, listening, and typing. The employee frequently is required to stand and walk as well as lift up to twenty pounds.

The main duties of this job are performed in an office setting. Overtime may be required on occasion.