

**Logistics Specialist** is responsible for tracking inbound logistics, import/export support, takes initiative to achieve better performance in terms of on time delivery, cost effectiveness, built strong relationships with both logistics suppliers and customers (internal and external).

**Location:** Nevada

**Primary Responsibilities:**

- Management of international and domestic logistics
  - Establishing and executing project logistics plans
  - Communicating with project manager, onsite supervisor and vendors
  - Tracking shipments
  - Oversight of export/import processes
  - Managing logistics KPI's
  - Preparing commercial invoices
- Management of logistics suppliers:
  - Identification of new suppliers
  - Establishing logistic contracts
  - Review of freight invoices
  - Monitor carrier performance and take corrective action as required
- Prepare daily reports for inbound logistics
- Proactively resolves and escalates delivery issues to appropriate personnel
- Perform other duties and/or special projects as assigned
- Responsible to provide field support in major shipments (i.e. charter vessels), including coordination between suppliers (terminal, ship agent, surveyor, truckers, etc.) during the loading/unloading of major shipments
- The ability to travel for long distances by car and air
- Must be able to operate a vehicle in a safe manner

**Qualifications:**

- Bachelor's Degree in Transportation, Logistics, Distribution or Supply Chain or equivalent work experience
- 6 years of experience in Import/Export and inbound logistics activities
- Previous experience with break bulk/ heavy haul & over-dimensional shipments highly preferred
- Experience with inland transportation shipments highly preferred
- Experience with global/international companies preferred
- Must be able to communicate with other employees and read and write at a level that will enable one to perform work in a professional, safe, and efficient manner
- Must possess at any time a valid driver's license with a driving record acceptable to CLIENT's auto insurance carrier

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