

Do you have small package shipping experience using UPS, FedEx or similar software? If you answered yes, this position may be of interest to you!

LOGISTICS ADMINISTRATOR:

We are looking for a motivated individual to join our team who will be responsible for small-package shipping and related customer service activities, delivering marine accessories in a business-to-business environment. The ideal candidate will service customers by processing a high volume of daily shipments via multiple carrier software programs, in a fast paced multi-tasking environment. You will work closely with our sales team members to develop and strengthen relationships with our distributors and dealers, assuring customer loyalty and trust. Excellent communication, planning, organizational, and problem solving skills are a must as well as the desire to work with others in a close knit, fast paced environment.

RESPONSABILITIES: Under the guidance of the Operations Manager:

- Support customers in all shipping-related activities with a strong emphasis on exceptional customer service
- Pick, pack and prepare products for delivery to customers around the globe
- Ability to repeatedly lift and move packages up to 65 pounds without assistance
- Develop and maintain an in-depth knowledge of our products
- Process customer orders, provide shipping quotes and other requests promptly
- Work with speed, accuracy and a positive attitude in a fast paced environment

EXPERIENCE REQUIREMENTS:

- High School diploma or equivalent
- 1-3 years of previous shipping experience in wholesale distribution is desired
- Marine industry experience is preferred but not required
- Must have strong written and verbal communication skills
- Proficiency in MS Office, working on a Windows passed PC and strong data entry skills
- Strong organizational skills is a must
- Excellent customer service skills
- Ability to resolve customer issues with poise and confidence
- Must be proactive and self-motivated
- Ability to identifying technical issues, evaluate options and implement solutions

PHYSICAL REQUIREMENTS:

- Individuals must possess knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the primary functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and to possess the necessary physical requirement, with or without the aid of mechanical devices, to safely perform the functions of the job.
- The ability to bend downward and forward by bending spine at the waist; bend legs at knee, to come to rest on knee or knees, bend the body downward and forward by bending leg and spine; extend hand(s) and arm(s) in any direction; use upper extremities to press against something with steady force in order to thrust forward,

downward, or outward, use upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion; raise objects from a lower to a higher position or move horizontally from position to position; to pinch, pick or otherwise primarily work with fingers. Primary functions are performed sitting or standing or a combination of both.

- Ability to wear protective clothing such as safety glasses.
- Visual acuity sufficient for work which deals largely with mechanical assembly and/or visual inspection involving small parts/defects.
- Ability to perform repetitive or routine duties working from detailed instructions and under standard procedures.
- Ability to endure periods of heavy work load.