



Traffic & Logistics Coordinator - Specialty Chemicals & Nutraceutical Ingredients Distributor/Manufacturer

Industry: Specialty Chemicals & Nutraceutical Ingredients Distributor/ Manufacturer / Supply Chain Mgmt

Job Location: Stamford, Connecticut (Office to relocate to Shelton, CT in 2016)

JOB DESCRIPTION:

The Logistics Coordinator facilitates the domestic transportation process for nutraceutical ingredients and specialty chemical products. Essential duties and responsibilities include the following. Other duties may be assigned.

Traffic & Logistics:

1. Facilitates the domestic transportation process to ensure compliant, timely, and accurate inventory movements, which includes shipment coordination, internal/external communications and preparation of shipping documents for goods movements to/from storage warehouses or production facility to/from suppliers and customers.
2. Responsible for monthly warehouse inventory reconciliations.
3. Resolves non-conformance logistics and transportation issues regarding domestic shipments and communicates with supply chain team as appropriate.
4. Files claims with carriers and insurance companies for damages occurred during transportation and handles any corresponding returns from customers.
5. Ensures DOT, GHS and HAZMAT compliance for inland material movements.
6. Gain a formal understanding of domestic and international rules and regulations that govern the shipments of chemical and pharmaceutical products.
7. Manage logistics from supplier to customer including processing of documentation and tracking orders through to delivery to customer.
8. Work with warehouses, brokers and transportation providers to ensure streamlined procedures in line with our business and products. Ensure vendors are in compliance with applicable regulations.
9. Reviews, reconciles, and approves warehousing invoices for storage and material handling fees.
10. Ensure timely processing and payment of vendor invoices. Audit freight bills from trucking companies for accuracy and enter/update corresponding costs in our database.
11. Select vendors and negotiate competitive pricing for logistics services.
12. Price benchmarking assignments for transport and warehouse costs.
13. Will participate in annual physical inventory counts and reconciliations of warehouses.
14. Attend internal/external trainings and meetings.
15. Serve as a backup to other logistics personnel which may include import/export responsibilities.

JOB QUALIFICATIONS: Bachelor's degree in a related discipline and a minimum of 3-5 years experience in transportation, distribution and inventory management in a global operation. DOT hazmat and GHS familiarity is beneficial. Import/Export experience is a plus. This position requires someone that is highly organized, communicates information professionally and follows up in a clear and timely manner. The individual must have excellent attention to detail, analytical and time management skills. S/he should have strong written and verbal communication skills. S/he should have good interpersonal skills and a passion for providing excellent service. The individual must be able to work independently and as part of a team. Positive, energetic and enthusiastic attitude, proactive, responsible, results driven, problem/solution oriented, flexible to the needs of the business. Strong computer skills (MS Office, Word, Excel, PowerPoint). Knowledge of web based logistic tracking programs and / or inventory software, order processing systems, and database software.



COMPENSATION/BENEFITS: CellMark Chemicals offers competitive compensation based upon experience, as well as a highly desirable benefits package. Growth opportunities in income and responsibilities, operation is growing organically and via acquisition which creates new opportunities for existing employees.

Qualified candidates, please submit resume and cover letter to:

Email: hr-usa@cellmark.com or Fax: 203-595-5142

Company Profile:

CellMark, a global supply chain services provider, comprises of six divisions: Chemicals, Metals, Pulp, Paper, Packaging & Recycling as well as the subdivisions: Energy, Basic Chemicals & Machinery. Our specialists in sales, marketing, logistics and financial services provide real value added business and service solutions to our partners. The Group sales exceed 3.1 billion US dollar. Our sourcing activities extend to about 80 countries, with sales in more than 125 markets. Integral to our organization are the key values: integrity, trust, transparency and accountability.

To learn more about CellMark, please visit: <http://www.cellmark.com>

CellMark Chemicals is a global distributor and manufacturer of specialty chemical products and ingredients with 16 offices located worldwide. We specialize in sourcing, sales & marketing, and custom manufacturing specialty chemical products. We deal primarily with all specialty chemicals and active ingredients. Our portfolio of more than 500 products is sold in to Industrial and Health & Personal Care markets. Our history includes more than 120 years of service to the chemical and allied industries bringing knowledge and real value to our customer and supplier relationships.

To learn more about CellMark Chemicals, please visit: <http://www.cellmark.com/divisions-business-units/cellmark-chemicals/>

AnMar International Ltd., a member of CellMark Chemicals division, is recognized as a leader in supplying consistent, excellent quality ingredients to the nutraceutical market. AnMar's customer base mainly consists of manufacturers, contract manufacturers, and distributors operating in the nutraceutical industry. The company maintains registered trademarks for SpiraPure®, VitaPress®, and VitaPress-A® for its Spirulina and DiCalcium Phosphate exclusive product lines. To learn more about AnMar please visit: <http://www.anmarinternational.com>