



Job Description

Job Title: Logistics Coordinator
Department: Supply Chain
Reports to: VP Supply Chain Management
Location: New Deal, Texas

Job Summary

Position requires the ability to multitask while maintaining a superior attention to detail that ensures all processes involved with shipments are completed accurately and efficiently. Position will work closely with warehouse personnel, office personnel, growers and transportation brokers for scheduling activities. This position will also work with the public and must represent the company in a professional manner. The Logistics Coordinator role needs to be an ethnical minded employee with strong communication skills and someone who develops process improvements.

Additional duties may include, but not limited to Quality Management System (QMS) Document management, Safety Document management, answering telephones and directing calls, and various other administrative functions.

Essential Functions

- Plan, schedule and execute harvest trucking, bulk product movements and finished goods shipments.
- Manage all shipping related activities for the location in NetSuite database system.
- Create and process all shipment related documentation for the location.
- Evaluate, negotiate and procure brokered shipping services for the location.
- Manage “cash and carry” sales from the Nampa office.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Follow all safety and working rules.

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements, which may change from time to time based on business needs. When appropriate, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Requires minimal travel.
- Maintain a positive attitude and contribute towards a quality environment.
- Excellent regular full time attendance in support of company objectives.
- Use initiative and judgment in making decisions, keeping with S&W Seed Company's Code of Conduct and Ethics policy.
- Perform other duties as assigned by management.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess excellent data management skills for accuracy and timeliness.
- Must be able to manage multiple tasks to a positive outcome.
- Demonstrated ability to create and implement strategic process improvements.
- Professional conduct at all times when acting on behalf of S&W Seed Company.
- Strict adherence to S&W Seed Company's Code of Conduct and Ethics policy.
- Treats people with respect, regardless of position. Recognizes the varying needs for work/life balance in self and others. Establishes and maintains trust. Honors commitments and keeps promises. Maintains confidentiality when appropriate.

Education and/or Experience

- Requires 1-3 years of experience in logistics or logistics related field and data management.
- Creative self-starter and problem solver with tolerance for ambiguity.
- Excellent written and spoken English.
- Advanced computational skills required.
- Advanced math reasoning required.

Certificates, Licenses, Registrations

- Driver's License required.
- Ability to obtain a Certified Weigh Master certificate

Physical Demands

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; use hands and fingers to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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