



## **POSITION TITLE: LOGISTICS PLANNER**

TO APPLY, CLICK: <http://jelsert.com/career-opportunities/>

### **SUMMARY**

Position is a highly visible transportation role which is responsible for overseeing and optimizing the planning to nationwide customers and ensuring the highest level of customer satisfaction while working closely with other departments to facilitate customer satisfaction.

*This position is located at our DC: 2380 West Diehl Road, Aurora, IL 60502. The hours for this position are M-F 8:30 am – 5:00 pm.*

*This position will require the employee to work overtime as needed. Overtime is scheduled based upon individual job responsibilities and the needs of the department.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Freight planning and routing of customer orders
- Dealing with logistical service issues through communication with carriers
- Working with various departments on specific customer requests
- Data Entry i.e.: Invoice entry, customer information, service failures, and new rates
- Notification and scheduling customer pick up orders
- Working with carriers to develop more efficient means of transportation

### **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.

### **EDUCATION and/or EXPERIENCE**

- Minimum of 1 year of experience with in the transportation field with a preference in planning.
- Understanding of transportation regulations and requirements, freight pricing and industry knowledge & terminology.
- Strong computer skills are required, specific to Microsoft Office; Word and Excel.
- Knowledge and experience in the following systems or similar systems: Lean Logistics, TMS, WMS and/or ERP such as QAD.



## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong problem solving, decision making, critical thinking and negotiation skills.
- Accuracy in daily work and other projects.
- Very detail oriented with the ability to work with a high volume of documents in a fast paced environment.
- Highly organized with exceptional time management skills.
- Ability to set priorities, achieve deadlines, and manager multiple tasks at the same time.
- Excellent oral and written communication skills.
- Excellent listening skills and be able to handle multiple requests while detailing document activity.
- Ability to work independently and as part of a team.

## **PHYSICAL DEMANDS**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Climbing: Ascending or descending stairs, and the like, using feet and legs and/or hands and arms.
- Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
- Stooping: Bending body downward and forward by bending spine at the waist.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Standing: Remaining upright on the feet, particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to-position.
- Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.



- Talking: Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound.
- Repetitive motions: Making substantial movements (motions) of the wrists, hands, and/or fingers.
- Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection).
- The worker is required to have visual acuity to operate a vehicle.
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.

## **WORK ENVIRONMENT**

Office and distribution environment.

## **ACCOUNTABILITIES CHECKLIST**

### ***Planning/ Coordinating/Supervising***

- Prioritizes and schedules own work.
- Develops long-range objectives and plans to meet them i.e. plans/preparations for new shipping season.
- Communicates company programs and procedures to others i.e. working with Customer Service regarding shipping policies, customer requests, etc

## **FOOD SAFETY and QUALITY RESPONSIBILITIES**

Follow applicable procedures and work instructions to support SQF requirements.

## **IMPACT ON JEL SERT SUCCESS**

This job ensures timely deliveries to customers in the most cost efficient method possible.