

NJ1368774

Logistics Coordinator

Global Furniture Group
MARLTON, NJ, 08053

Duties and Responsibilities

Global Furniture Group, a leader in the office furniture industry has an immediate career opportunity at our Marlton, NJ location. This candidate will be responsible for scheduling all loads in production on a daily basis. This candidate will be the initial point of contact for tracking customer and carrier-related problems.

Duties and Responsibilities

- Schedule appointments for 30-40 loads in production on a daily basis.
- Ensure that carriers are advised of predetermined appointments.
- Perform essential clerical duties such as summarizing daily data, writing up summary sheets, downloading appointment information into computer, posting priority lists and other scheduling data.
- Generate and create purchase orders for each factory to process and ensure the receipt of those orders by each factory involved in the manufacture of that load.

Requirements

- Strong attention to detail when handling data.
- Excellent interpersonal/communication skills when working with external contacts.
- Ability to solve problems when necessary to ensure any questions regarding purchase orders are handled properly.
- Strong time-management skills to ensure purchase orders are created in a timely manner.

Education/Experience

- Associate's degree or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education or experience or military equivalent.
- Knowledge of Microsoft Office Suite.
- 10 Key and typing proficiency preferred.

WHO WE ARE

The Global Furniture Group is a leading North American Manufacturer of furniture solutions. Global offers a broad range of furniture products designed for the workplace, hospitality, education + healthcare markets, delivering exceptional value and quality to its network of dealers, designers and customers.

Operating for 50+ years and employing more than 4,000 people worldwide, Global has locations throughout Canada, the US, Mexico, China and the UK.

BENEFITS

Global offers a comprehensive employee benefit program that enables our employees to stay healthy, feel secure and maintain a work/life balance. The following are benefits we offer employees (or may be eligible for):

Paid Time Off | Holiday Pay | Medical/Prescription Insurance | Dental Insurance | Vision Insurance | Health Savings Accounts (HSA) | Company-Paid Life and AD+D Insurance | Company Sponsored Long-term Disability | Short-term Disability | Voluntary Life Insurance | Employee Assistance Program (EAP) | Critical Illness and Accidental Injury Insurance | FSA | 401(k) & Roth 401(k)

WHERE WE ARE

Global has distribution centers and showrooms located all across the USA + Canada.

Global USA Showrooms:

Atlanta | Boston | Chicago | Detroit | Ft. Lauderdale | NYC | Philadelphia | Phoenix | St. Louis | Washington DC

Global USA Showrooms + Distribution Centers:

Atlanta | Baltimore | Boston | Chicago | Cincinnati | Dallas | Denver | Houston | Kansas City | Los Angeles | Miami | Minneapolis | New Orleans | Philadelphia | Pittsburgh | San Antonio | San Francisco | Seattle | Tampa

You can visit us at www.globalfurnituregroup.com.

Global is a smoke-free, drug-free workplace and equal opportunity employer.

Qualified applicants will receive consideration for this position without regard to race, color, religion, sex, national

origin, sexual orientation, gender identity, disability or protected veteran status.

Veterans Encouraged to Apply

Nature of Work

Duration: Full Time, Regular

Post is open till: 6th April, 2018

Education

Applicants should have a Associates/Some College/Vocational Degree

About Global Furniture Group

Sales, marketing and distribution of office furniture throughout the United States.