

**Position Description – Logistics Coordinator****About Citadel Brands**

Citadel Brands, LLC is the exclusive North American partner of the **AWDis** (All We Do Is) family of brands that is headquartered in the UK. **AWDis** is one of the fastest growing brands in Europe and has introduced the “**Just Hoods**” and “**Just Cool**” product lines in the USA through Citadel Brands for the past 5 years.

**Just Hoods** is a product line of high-quality fleece hoodies in numerous styles and colors, crew neck sweatshirts, track pants, and letterman jackets.

**Just Cool** is a product line of performance wear polyester, moisture wicking t-shirts, and leggings.

We are expanding our distribution capabilities and will be opening our new corporate headquarters in a newly constructed distribution facility in Kingstree, South Carolina in early Q2 of 2022.

Our team has over 50 years' experience in the promotional apparel industry. With our new Kingstree, SC location, we will be able to service from South Carolina to Texas and from Florida to New York with two-day shipping.

**Logistics Coordinator**

Citadel Brands has an immediate opening for a Logistics Coordinator to join our corporate team in our Kingstree, SC location. This role will report to the Warehouse Manager.

The successful Logistics Coordinator collaborates and communicates with logistics partners, customer service representatives, service providers, and others involved in the shipment of products. The Logistics Coordinator will also track and trace shipments as necessary and update the status of outgoing shipments.

**Primary Responsibilities:**

Hours are Monday – Friday 8AM – 5:00PM

- Determines most efficient and cost-effective method of shipment and prepares bills, invoices, and other shipping documents for both small pack and larger shipments
- Receives merchandise - checks and signs delivery slips, and assists with unloading as necessary working closely with Purchasing & Receiving to get inventory posted once incoming shipments are reconciled
- Coordination of incoming shipping container pack lists and delivery scheduling of the inbound containers
- Inspects and verifies incoming goods against invoices or other documents, records shortages or overages and rejects damaged goods
- Accepts or returns merchandise according to established company procedures. Calculates prices according to guidelines, and affixes bar codes to packages as required for small pack, LTL, and full truck load shipments

- May operate forklift, motorized pallet jack, or hand truck to load, unload, transport and store goods as necessary
- Maintains internal record-keeping systems of incoming and outgoing shipments
- Contacts transport companies and suppliers to expedite, trace or return merchandise that does not conform to specifications or purchase orders

**Requirements:**

- High School diploma minimum, associate degree preferred
- Previous experience working in a warehouse in similar role preferred
- Good communication skills
- Ability to utilize a computer
- Intermediate level skills with the Microsoft Office Software Suite (Word, Excel, etc.)
- Ability to work well on a team but also self-motivated
- Regular attendance is required
- High level of accuracy and attention to detail
- Ability to work with external logistics providers

**Benefits:**

- Medical, Dental and Vision benefits
- Paid holidays and PTO