



## Logistic Coordinator

### Company Overview

Corporate E-waste Solutions (CEWS) is a certified electronics buyback and recycling Company with a Social Impact Focus. CEWS maintains industry certifications and safety standards to ensure all electronics are managed properly and in an environmentally conscious manner.

This position is responsible for coordinating the Logistics, Dispatch, Front office and interacting with operations daily. You will interact with customers and provide analytical reports.

### Responsibilities:

- Responsible for ensuring all loads are scheduled in a timely manner.
- Communicate with operations and/or Sales team as needed regarding special programs.
- Identify, troubleshoot, and resolve exceptions in the logistics planning process.
- Monitor 3<sup>rd</sup> party shipment status to ensure all loads are fulfilled
- Communicate with carriers to ensure contractual obligations are met.
- Identifying and developing solutions for improvements in process and communication between departments
- Communicating and escalating when critical shipments do not have carrier coverage
- Work closely with the warehouse team to ensure a smooth handoff of information between teams
- Respond to e-mails/inquiries from internal/external customers such as customers, logistics operations, sales
- Work with operations on any large changes to ensure that the order is allocated properly.
- Track all outbound shipments.
- Track and Order supplies for the office
- Ensure carriers are tracking for on-time pickup.
- Track shipped loads through delivery confirmation.
- Collaborate with management performance metrics to improve service to the customer.
- Identify opportunities for process improvement and service level improvement.
- Other duties as assigned.

### Qualifications:

- 1+ year of Logistics experience
- 1+ year of admin experience
- Strong organizational skills with attention to detail and accuracy
- Excellent written and verbal communication and interpersonal skills.
- Experience with MS Office, and CRM software
- Bachelor's degree in a related field a plus

This position reports to the Senior Operations Manager

Email [jobs@cews.com](mailto:jobs@cews.com) Pay range \$20-\$25 Hourly D.O.E

Corporate eWaste Solutions (CEWS)

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