



PROFILE OF INNOVATION

**Job Description:** Assist in directing, managing and coordinating all aspects of the Reno Distribution Center domestic and international transportation strategies as this relates to the receipt and distribution of goods. This includes carrier performance and relations, working with multiple departments (Transportation, Sales, Warehouse, Receiving, Purchasing, Management, etc.) to improve the transportation performance (quality, service, delivery time, cost, etc.). Continually analyze feedback and performance data to identify and improve transportation.

**Title:** Transportation Coordinator

**Email:**

<https://recruiting.paylocity.com/recruiting/jobs/Details/155125/SCHLUTER-SYSTEMS-LP/Transportation-Coordinator>

**Position Description:**

**Responsibilities:**

- **Responsible for all activities associated with the transportation of products from suppliers and to customers.**
  - **Solve transportation issues, drive root cause and corrective action on issues**
- **Assist in optimization of transportation planning in the most efficient way for customers and stakeholders**
- **Identify best methods and processes for optimal transportation methods**
  - **Utilizing Parcel, Rail, IMDL, FTL, LTL, Ship, Air**
- **Maintain proper and accurate Pre-Shipment and Post shipment administration**
  - **Track and trace**
  - **Proof of Delivery**
  - **Over, short, and damaged shipment issues**
  - **Assists in troubleshooting and resolving service and operational issues**





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- **Work with transportation service providers to insure proper service levels are achieved and maintained**
- **Ensure correct rate quotations are provided by service providers**
- **Develop and monitor carrier performance scorecards utilizing defined organizational KPI's.**
- **Identify opportunities for improvement in service, quality and cost from KPI's and bill analyses**
- **Complete special projects as directed by management**
- **Represent Schluter Systems L.P. in a professional, positive and enthusiastic manner in all matters**

#### **Required skills/abilities:**

- **1-4 years of experience in transportation coordination**
- **Undergraduate college degree in Transportation, Supply Chain, Logistics or related field preferred**
- **Effective communication skills, both verbal and written**
- **Functional knowledge of Supply Chain and Logistics**
- **Interpersonal skills and relationship building**
- **Highly organized**
- **Data driven, methodical problem solving with strong analytical skills**
- **Strong continuous improvement mindset**
- **Strong computer skills, Excel, PowerPoint, Word, ERP systems, etc.**
- **Exhibit a high degree of quality and performance standards**
- **Adapt to frequent changes in the work environment**
- **Practice and promote safe work habits**





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### **About Schluter Systems Canada**

*Schluter®-Systems is a family-owned and internationally renowned company that has been rapidly growing over the last 10 years. The Schluter brand is backed by a team of people working together to create a line of innovative products that provide solutions to the tile industry. We're looking to build our team with individuals who like to think BIG, and want to be part of what makes our products-- extraordinary. We are a company that treats its employees, suppliers, and customers as long-term partners. Where success is built on a win-win philosophy and everyone should benefit.*

*"Profit is not the goal of the business. Profit is the consequence of a job well done"..... Werner Schluter, Founder*

*Are you interested in a truly unique and special company? Hear from our employees on what it means to be part of the Schluter family: <http://www.schluter.com/careers> . Then if you're ready to see life in Orange, talk to us about this career opportunity at Schluter®-Systems.*

