Nissin International Transport USA, Inc.

Title: Logistics Specialist/Inside Sales

Location (address, city, state): Park Ridge NJ

Job Type: Full-time

Compensation Type: Salary   Wage (optional): TBD

Start Date: ASAP   Close Date: 6/1/2017

Job Description:

Under the direction and supervision of the Logistics Supervisor, the Logistics Specialist is responsible for all aspects of assigned accounts by processing domestic shipments and all related activities for an assigned base of accounts. Assist with duties related to document preparation and traffic coordination required to correctly process goods and provide timely delivery. The Logistics Specialist ensures that all goods are shipped in the most timely and efficient manner. The Logistics Specialist is responsible for planning transportation routes, warehousing, selecting the modes of transportation, tracking shipments from pick-up through delivery and looking to reduce costs and maximize savings. The Logistics Specialist will be trained on the Oracle Transportation Management System for processing outbound loads.

The Logistics Specialist will work in conjunction with the Director of Business Development to acquire sales leads utilizing various sales lead generation tools and initiate telephone cold calling to gain and arrange appointments for the Director of Business Development.

Primary Responsibilities:

- Must be responsible for and expediting shipments to meet customer’s requirements.
- Inside sales support with Director of Business Development to assist in the growth and development of customers.
- Maintain detailed sales log and information in sales portal to ensure lead maintenance and follow-up.
- Responsible for organizing daily logistical operations, order fulfillment and distribution.
- Plans and schedules inbound and outbound shipments to customers.
- Schedule pickups, tracking and tracing of freight ensuring goods are delivered intact and on-time.
- Provide bill of lading documentation inclusive of POD’s via email and phone communication.
- Prepares reports of transactions to facilitate billing of shippers and carriers.
- Prepares proper paperwork for billing, and ensures proper authorization has been obtained for invoicing, billing, and shipments as outlined by the SOPS (Standard Operating Processes).
- Works with various carriers, steamship lines, brokers on a daily basis.
- Obtain and maintain rate quotes for Domestic and International shipments.
- Develop relationships with other offices, personnel, customers, vendors, and agents.
- Communicates the status to supervisors and managers in regard to shipments, planning sales, customer’s service, and loss/damage reports.
- Prepare various reports for supervisors and managers including Return Authorizations and processing of freight claims when necessary.
Qualifications:

- BS/BA degree preferred or comparable transportation/logistics experience.
- 3 years of experience in logistics transportation
- Proficient in various PC applications such as Email, Word, Excel and Powerpoint.
- Must possess excellent customer service, phone communication, written and verbal skills.
- Have experience with negotiating with carriers
- Inside Sales experience a plus; comfortable with telephone sales/marketing cold calling
- Must be detailed oriented and ability to meet deadlines.

Application Instructions: Please send resume to:
  dthompson@nitusa.com
  richardsonj@nitusa.com

Disclaimer Information

About the organization:

Nissin is a global logistics company committed to providing innovative strategies and services to help our customers create a competitive advantage with secure, economic, and timely management of goods.

Disclaimer information:

The above job description identifies the essential job functions and skills needed by one's person assigned to this position. These job functions and skills are not intended to be a complete and exhaustive list of all responsibilities, duties and skills required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions. The information contained herein is subject to change at the company's discretion.