



Atlas Coffee Importers Inc. is a Seattle-based importer of Specialty Coffee. Our mission is to provide personalized coffee trading services to benefit the global coffee community. Our focus and energy are directed toward quality – of coffee, of business, of relationships, of environment. What is good for Atlas should be equally good for our vendors, our clients, and the people who work here.

Outbound Logistics Specialist

We are hiring an Outbound Logistics Specialist to coordinate outbound activities in support of the sales process. This position assists with inbound logistics and customer service as needed.

Position Responsibilities

- Provide internal and external customer service.
- Generate and maintain logistics-focused customer profiles.
- Act as a liaison with third-party vendors.
- Execute data-entry for order processing activities.
- Coordinate domestic transportation for inventory relocation and outbound shipments.
- Monitor loads in transit, proactively identifying and resolving issues.
- Process and track freight claims.
- Review and approve invoices resulting from logistics processes.
- Participate in systematic inventory reconciliation and resolve issues as related to outbound shipments.
- Accurately maintain electronic files for outbound-related processes and communications.

This email intensive, full-time desk job position lies within the Customer Service and Logistics department. This description is neither an exhaustive nor comprehensive list of all possible job responsibilities and duties.

Qualifications

The ideal candidate will have the following skills and experience:

- Three to five years of experience domestic LTL and FTL logistics coordination
- Proactively identify issues and critical thinking to determine solutions
- Excellent communication skills
- Exceptional organizational skills and attention to detail
- Extraordinary self-management and prioritization capabilities
- Strong customer service focus
- Intermediate experience with Excel (data analysis, pivot tables, VLOOKUP, etc.)
- Intermediate experience with Outlook (common/shared mailboxes, multiple inboxes, sub-folder filing, category-tagging, calendars, reminders, and tasks)
- Basic to intermediate experience with ERP systems
- Previous professional coffee industry experience

Our Greenwood neighborhood office is a smoke and scent-free environment. To apply, send your resume and cover letter to hiring@atlascoffee.com. Please note the position title in the subject line.