



Logistics Coordinator

COMPANY OVERVIEW

Sage Fruit Company is a vertically integrated Sales & Marketing firm located in Yakima, Washington. The Company was founded in 1999 and employs 40 full-time employees. Sage is owned by three apple packing companies who have partnered for the purpose of delivering the highest quality tree fruit and fostering long term relationships with their customers, growers, and employees. We have 5 apple and pear packing facilities as well as a state-of-the-art cherry packing plant. We are actively pursuing growth opportunities. Our headquarters is in Yakima Washington, and we deliver fruit throughout the world. We are considered one of the premier grower/shipper operations in Washington and are known most for high quality and a high level of service. We believe in and require the same level of service for each other as we do for our customers.

The primary reason for our outstanding success and growth is our business philosophy and reputation tied to our corporate values which are listed below.

PRIMARY OBJECTIVE

The Logistics Coordinator is a key member of the Sage team and highly integral to our success. The primary purpose of this position is to oversee and facilitate the supply chain operations of our company.

REPORTS TO

This position reports to the Logistics Coordinator Manager.

MISSION STATEMENT

To produce and deliver the highest quality fruit and foster long-term relationships with our customers, employees, and growers.

VISION STATEMENT

The Sage Fruit Family is admired for greatness through our commitment to quality, innovation, and service.

SAGE VALUES

Integrity	Teamwork	Accountability
Innovation	Passion	Pride
Respect		

MAJOR RESPONSIBILITIES AND DUTIES OF THE LOGISTICS COORDINATOR

- Answer incoming calls.
- Build positive relationships with internal and external customers.
- Give directions to truck drivers and dispatch to the place of loading.
- Keep communications flowing smoothly between sales representatives, production coordinators, and warehouse employees to ensure orders are ready to ship when the customer arrives.
- Create positive relationships with owners, growers, key vendors, and other employees.
- Coordinate timely and accurate shipments.
- Ensure accuracy of orders and shipping documents.
- Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction.
- Recruit and coordinate logistics staff (e.g., truck drivers) according to availabilities and requirements.
- Identify and fix shipping errors.
- Supervise orders from pick up until delivery to ensure all needs are met.
- Receive purchased and or transferred orders and add to inventory.

SKILLS AND EXPERIENCE

The successful candidate will possess the following traits and skills:

- A high degree of professionalism.
- Excellent written and verbal communication skills.
- Proficient with Microsoft Office Suite and other commonly used programs.
- Comfort using common logistics management software, such as Famous and Highjump.
- Able to handle conflict in a calm, professional manner to achieve desired results.
- High energy level, comfortable performing multifaceted projects in conjunction with day-to-day activities.
- Ability to switch easily between tasks; able to handle interruptions.
- Resourceful, well organized, highly dependable, efficient and detail oriented.
- A can-do attitude.
- Research and analysis skills.
- Solution-oriented mindset.
- Knowledge of laws and regulations.
- Familiarity with best practices in supply chain management.
- Ability to use data in making logistics more efficient.
- A demonstrated ability to see what needs to be done and take the initiative.
- He/she must be fair and honest in dealing with employees, suppliers, and customers. Upholding the Mission, Vision, and Values of Sage.
- Exceptional communication and interpersonal skills and self-motivated with integrity and character required.

- High school diploma required; 2- or 4-year college graduate preferred.
- Previous experience in a logistics role preferred.
- Bilingual (English & Spanish) candidate preferred but not required.

WAGE RANGE

- Hourly rate: \$20.00 - \$25.00 per hour, depending on experience.
- Weekly hours: 40-45
- Overtime paid at 1.5x
- 401K, medical, vision, dental