



12020 Tramway Drive – Cincinnati, OH 45241
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In support of our growing ResinDek® mezzanine flooring sales and service for distribution centers, warehouses and self-storage facilities located nationally and internationally we are seeking a full time Logistics Coordinator.

The Logistics Coordinator will be responsible for the following tasks:

- Coordinate and schedule inbound freight
- Coordinate and schedule outbound international freight
- Create international documents: USMCA, CUSTOMS INVOICE, PRO FORMA INVOICE
- Coordinate and schedule outbound LTL freight
- Obtain and distribute freight confirmations, BOL, and photos for each shipment
- Create Bills of Lading as needed

Qualifications:

- Minimum three (3) years domestic and international logistics experience
- BS related degree preferred; minimum AS related degree required
- Intermediate-Advance knowledge of Microsoft Office including Excel and Word
- Ability to concurrently manage multiple complex tasks
- Professional communication skills (verbal, written)
- Demonstrated ability to learn new processes
- Problem solving and critical thinking toward continual process improvement.

Rewarding Total Compensation

- Very competitive salary
- Incentive bonus plan
- Profit sharing plan
- 401(k)
- Attractive Vacation Package + 8 paid Holidays per year.
- Medical & Dental Insurance
- Disability and Life Insurance
- Wellness Program
- Education Assistance

Company Overview:

Cornerstone Specialty Wood Products, sells and services custom coated mezzanine flooring panels. We partner with ISO 9001 certified Universal Woods, Inc, Louisville, KY who pioneered the development of a unique environmentally friendly coating and curing technology. We have enjoyed significant growth in our branded ResinDek® products developed in 1994. Learn about these and our related services at www.resindek.com. We continue to expand in response to increasing demand for our new, innovative products; in new markets; and, with customers in the USA and European and South American countries.

Send resume and compensation history to: Lisa.Friemoth@resindek.com

Cornerstone Specialty Woods Products is an equal employment opportunity employer.

