



## JOB DESCRIPTION

# Executive Logistics Coordinator

JOB TITLE	EXECUTIVE LOGISTICS COORDINATOR	DIVISION	OPERATIONS
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DATE	08/18/2017	FLSA STATUS	EXEMPT
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### SECTION 1

## Summary of the Position

The individual in this position is responsible for performing a wide range of complex administrative and clerical support duties with a particular focus on performing logistics tasks for the Strategy Team, including maintaining schedules and calendars. The individual is tasked with maintaining a knowledge of the resources needed to keep the Strategy Team functional and efficient. The individual will be present for high level discussions concerning proprietary and strategically sensitive information and therefore must exhibit an ability to work in a confidential manner and must exhibit exceptional attention-to-detail, initiative, and organizational skills.

### SECTION 2

## Primary Responsibilities

Provide daily support to the Strategy Team, including:

- Plan and schedule meetings for Strategy Team as directed
- Maintain calendars and schedules for the Strategy Team
- Keep members of the Strategy Team well informed of upcoming events and commitments
- Attend Strategy Team meetings and provide notes and written summaries
- Assist with the creation of presentations for Strategy Team members
- Perform research and analysis functions as directed by the Strategy Team
- Coordinate efficient and cost-effective travel and lodging arrangements for the Strategy Team
- Prepare travel agendas for the Strategy Team personnel as required
- Prepare letters and emails, place phone calls, and perform other communications on behalf of the Strategy Team
- Provide effective communication between members of the Strategy Team and the various other Teams within the company

- Assist with the planning and execution of company events
- Perform other related duties as assigned

## SECTION 3

### Competencies

#### Communication

Key Behaviors:

- Interfaces well with all departments and employees
- Clearly conveys ideas verbally, visually, and in writing
- Communicates information in a logical and sequential manner to aid understanding
- Utilizes strong listening skills to formulate direct, responsive answers to questions
- Works well with supervisors to accomplish results
- Protects confidentiality of sensitive information when communicating

#### Organization

Key Behaviors:

- Develops work plans to use time effectively and efficiently without immediate supervision
- Demonstrates strong attention to detail
- Possesses ability to follow through on tasks to ensure successful completion

#### Math and Reasoning

Key Behaviors:

- Able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Applies common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Able to resolve problems involving several concrete variables in standardized situations

## SECTION 4

### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Specialized Knowledge and Skills Requirements

- Must be familiar with Apple products and the Apple operating system
- Must have ability to learn and use efficiently various types of office software, including word processing, spreadsheets, and accounting software

- Must have ability to learn domestic and international shipping regulations

### **Education/Licenses Certificates**

- Minimum of a bachelor's degree from an accredited university with an emphasis on business management, communications, or a similar field of study
- Minimum of two to four years of experience, preferably with a background or training in statistical analytics and budgeting

### **SECTION 5**

## **Travel**

This position may travel as part of the Strategy Team to supply onsite logistics and support at industry conferences and meetings.

### **SECTION 6**

## **Physical and Environmental Demands of the Position**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk; hear; use hands; and reach with hands and arms. Vision requirements include the ability to have clear vision at 20 inches or less to view and effectively utilize general office equipment and computers.

While performing the duties of this job, the employee is regularly working in an office setting. The noise level in the work environment is usually moderate to quiet.

### **SECTION 7**

## **Disclaimer Statement**

The information contained in this job description is intended to describe the essential job functions required of those assigned to this job. It is not intended to be an exhaustive list of all accountabilities, activities, and knowledge needed to perform the job. Please note that job functions are reviewed periodically and are subject to change based upon company business need.