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• SINCE 1988

## Logistics Specialist

**Description:** This position finishes the order process by completing the required documentation to accompany an order and shipping the completed orders to customers. In addition, the Logistics Specialist receives parts and materials, distributing the items to the appropriate departments, ships out items for service, and purchases supplies, as well as parts per inventory and department needs.

### Job Functions/Requirements/Responsibilities:

Primary job functions are listed below but may change without notice.

- Receiving- receive orders from suppliers, check against orders and create receivers in the ERP system. Issue material to WO in ERP system. Distribute material to respective Production Departments.
- Shipping-gather and assemble the package with metrology data for customer. Count product, label, pack and assembly shipment for customer. Create the packing list, shipping label and any other shipping documents needed for actual shipment of the orders.
- Purchasing-replenish catalog products and substrates for catalog products from the approved supplier base following established rules and methodology. Purchase supplies for the department.
- Inventory- monitor catalog inventory and other products inventory. Edit inventory in the Web store. Request adjustments on inventory when needed
- Other duties may be assigned.

### Knowledge, Abilities, & Skills Required:

- Must be detail oriented, well organized and accurate.
- Able to collect and research information as well as skillfully analyze the data.
- Ability to identify and resolve problems in a timely manner.
- Strive for continuous improvement of self-knowledge and skills.
- Share expertise with peers.



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- Provide timely response to customer questions or requests for assistance.
- Ability to read and understand operating instructions, procedures, manuals.
- Demonstrate good time management, planning/organization, and decision-making skills.
- Able to effectively communicate in routine correspondences and reports.
- Ability to work well in teams with little or no supervision to resolve issues.
- Must give attention to details and be will organized and disciplined.
- Ensure safety and security of all staff, visitors, contractors, and customers.
- Proficient at use of the following computer programs: ERP, Microsoft Excel, Outlook, Word, PowerPoint, and the internet.
- Frequently required to use hands/fingers to handle and feel.
- Regularly required to stand or sit, talk and hear.
- Occasionally required to walk, reach with hands and arms, climb, balance, stoop, kneel, crouch, or crawl.
- Frequently required to lift and/or move up to 10 pounds.
- Occasionally required to lift and /or move up to 50 pounds.
- Specific vision abilities are not required by this position.
- Able to work with moderate amount of noise.
- Must be able to read, write, and speak fluently in English.

## **Knowledge, Abilities, & Skills Preferred:**

- Experience using VISUAL and any ERP system.
- Microsoft office (Excel, Word, Outlook, as a minimum)

## **Minimum Previous Experience/Qualifications:**

- Be a “U.S. person” either a U.S. citizen, U.S. national, refugee, person granted asylum, or permanent resident due to company ITAR (International Traffic in Arms Regulation) projects.
- Associates degree (AA/AS) or equivalent from two-year College or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

## **Minimum Additional Training:**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*