

### Salary Job Description

<i>Position Title</i>	<b>Logistics Planner</b>
<i>Function/Department</i>	<b>Logistics</b>
<i>Location</i>	<b>Holly, Michigan</b>
<i>Regular Schedule</i>	<b>2:30 pm to 10:30 pm, Monday to Friday</b>
<i>Reports to Title:</i>	<b>Logistics Supervisor</b>
<i>Original Issue Date</i>	<b>03/24/2017</b>
<i>Revision Date/Rev #</i>	<b>08/23/2018 #1</b>

#### Position Summary

This role plans and facilitates the flow of materials to and from various facilities.

#### Position Responsibilities Include But Are Not Limited To:

- Ensures that materials and goods are properly distributed among company trucks and outside logistics companies for on-time deliveries at plants and/or suppliers.
- Reads production schedules, inventory reports and work orders to determine type and quantity of materials required in order to expedite the movement of materials and parts between production areas.
- Continually communicates with truck drivers, plant personnel and suppliers.
- Leads, coordinates, directs and dispatches truck drivers work schedules.
- Follows up on delivery issues.
- Works prior to or beyond regular hours to ensure timely shipments.
- Other duties as assigned by supervisor.

#### Qualifications-Education/Experience

Required:

- High school diploma or equivalent
- At least three years of experience in distribution and/or logistics role
- Excellent communication skills
- Proficient Microsoft Office skills
- Excellent customer service and teamwork skills
- Proven ability to lead others

Preferred:

- Post high school education
- Fastener industry experience
- Experience with distribution and logistics systems
- Experience with transportation management software
- Experience using Google for Work

#### Travel Requirements

10%