

Import/Export Logistics Coordinator - Specialty Chemicals

Industry: Specialty Chemicals Distributor / Manufacturer / Supply Chain Mgmt

Job Location: Stamford, Connecticut

JOB DESCRIPTION:

The Logistics Coordinator facilitates the import/export process for active ingredients and specialty chemical products. Essential duties and responsibilities include the following. Other duties may be assigned.

Traffic & Logistics:

1. Facilitates the entire import/export process to ensure compliant, timely, and accurate inventory movements, which includes shipment coordination, import/export documents, FDA/Customs clearance, goods movements from in-transit location to storage warehouse or formulator, duty rate application, and internal communication.
2. Key contact for group supply companies for all overseas logistics issues (import and export).
3. Maintains required record keeping for all imports/exports, compliant with both FDA and US Customs law.
4. Key contact for FDA and Customs as it relates to imports/exports.
5. Resolves non-conformance logistics and transportation issues regarding imports/exports and communicates with supply chain team as appropriate.
6. Facilitates the distribution requirements planning process to insure timely and accurate product delivery, which includes product movement from warehouses and formulators.
7. Reviews, reconciles, and approves warehousing invoices for storage and material handling fees.
8. Ensures DOT, GHS and HAZMAT compliance for inland material movements.
9. Manage logistics from supplier through to the customer. Process documentation for import, export and domestic shipments. Communicate with transport companies on order status.
10. Gain a formal understanding of domestic and international rules and regulations that govern the shipments of chemical and pharmaceutical products.
11. Ensure timely processing and payment of vendor invoices. Audit storage and freight bills for accuracy.
12. Work with warehouses, brokers and transportation providers to ensure streamlined procedures in line with our business and products. Ensure vendors are in compliance with applicable regulations.
13. Select vendors and negotiate competitive pricing for logistics services.
14. Price benchmarking assignments for transport and warehouse costs.
15. Attend internal/external trainings and meetings.
16. May participate in annual reconciliation of inventory with warehouses and annual physical inventories.

JOB QUALIFICATIONS: Bachelor's degree in a related discipline and a minimum of 3-5 years experience in transportation, distribution and inventory management in a global operation. FDA experience is a plus. This position requires someone that is highly organized, communicates information professionally and follows up in a clear and timely manner. The individual must have excellent attention to detail, analytical and time management skills. S/he should have strong written and verbal communication skills. S/he should have good interpersonal skills and a passion for providing excellent service. The individual must be able to work independently and as part of a team. Positive, energetic and enthusiastic attitude, proactive, responsible, results driven, problem/solution oriented, flexible to the needs of the business. Strong computer skills (MS Office, Word, Excel, PowerPoint), experience in IFS and GroupWise a plus. Knowledge of web based logistic tracking programs and / or inventory software, order processing systems, and database software. Multi-lingual would be an asset.

COMPENSATION/BENEFITS: CellMark Chemicals offers competitive compensation based upon experience, as well as a highly desirable benefits package. Growth opportunities in income and responsibilities, operation is growing organically and via acquisition which creates new opportunities for existing employees.

Qualified candidates, please submit resume and cover letter to:

Email: hr-usa@cellmark.com or Fax: 203-595-5142

Company Profile:

CellMark Chemicals is a global supplier of chemical products with 16 offices located worldwide. We specialize in Sourcing, Sales & Marketing, and Custom Manufacturing specialty chemical products.

We deal primarily with organic, inorganic, specialty, fine chemicals and active ingredients. Our portfolio of more than 500 products are sold in to Industrial and Health & Personal Care markets.

Industrial market segments include but not limited to:

- Oil & Gas (H₂S / CO₂ Removal, Environment / Process Catalysts)
- Electronic (Semi-Conductor)
- Water Treatment
- Refractories, Ceramics, Abrasives (Specialty Aluminas)
- Agriculture (Fertilizer, Herbicides, Insecticides)
- Chemical Manufacturing (Intermediates)
- Building & Construction (Paints & Coatings, Glass, Ceramics)

Health & Personal Care market segments include but not limited to:

- Pharmaceuticals (Intermediates, APIs, OTC, Animal Health, Excipients)
- Cosmetic (Haircare, Skincare, Beauty)
- Food & Nutrition
- Beverage (Diet Cola, Table-top, Tonics, Sports Drinks)
- Oral Care (Mouthwash, Toothpaste)

Our history includes more than 120 years of service to the chemical and allied industries bringing knowledge and real value to our customer and supplier relationships.

Our organization is set up to support the needs of our customers and suppliers on a local basis. We offer the following value added services.

- Technical Sales, Sourcing & Marketing Services
- Customer Service & Support
- Technical Services including R&D
- Custom Manufacturing & Packaging Services
- Safety & Regulatory Support
- Market Research & Intelligence Reports
- Traffic & Logistic Services including import/export and local warehousing support
- Finance and Accounting Services

Together, we deliver value every day to our customers and suppliers while being a part of a financially solid, large global company.