



GUAYAKI SUSTAINABLE RAINFOREST PRODUCTS, INC.

JOB DESCRIPTION

Job Title: Assistant Logistics Clerk
Department: Logistics
Reports To: Logistics Manager
FLSA Status: Non-exempt

Position Summary: Responsibility to assist Logistics Coordinator with the organization and running of the daily operations of the department, which include order fulfillment from beginning to end, customer service, and daily office duties.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Type in data provided directly from Customers and EDI portals
- Verify data by comparing it to source documents
- Retrieve data from EDI portals
- Organize and track paperwork after entering data
- Route and distribute verbal, written, and emailed communications in a timely manner
- Assist in monitoring inventory and provide support in handling shortages
- Maintain trusting relationships with customers and colleagues
- Work with outside logistics when needed
- Perform basic office duties, such as filing, data entry, mailings, and other similar jobs when needed
- Frequently works with or reports to Supervisor.

Competencies: To perform the job successfully, an individual should demonstrate the following.

- **Continuous Learning** - Seeks feedback to improve performance.
- **Organization and priority management**- Manage priorities and tasks in an orderly manner.
- **Detail oriented**- Completes orders and projects with minimal errors.
- **Autonomy** - Completes projects with minimal oversight.
- **Teamwork** - Contributes to and maintains a positive team spirit.
- **Use of Technology** - Uses technology to increase productivity.

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.

Education/Experience:

High school diploma or equivalent.

Previous experience in logistics preferred.

Language Ability:

- Strong verbal and written communication skills required
- Excellent ability to speak, read, write, and understand English, the primary language used in the work environment.
- Proven customer service skills
- Ability to effectively communicate with people at all levels and from various backgrounds.

Mathematical Ability:

- Basic math skills that includes proficiency in calculating weights and percentages

Reasoning Ability:

Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Deal with problems involving several concrete variables in standardized situations.

Computer Skills:

- Ability to type 40WPM or more
- Proficient at data entry and 10-key
- Familiarity and proficiency with Microsoft Office (Outlook, Word, and Excel)
- Ability to operate standard office equipment

Certificates and Licenses:

none

Supervisory Responsibilities: none

Work Environment: The work environment characteristics described here are representative of those a cebador encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works in an open office environment.

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

- Work at a computer and phone for long periods of time.
- Data entry and typing for long periods of time.
- Understand and respond to a diverse population.
- Coordinate multiple tasks simultaneously
- Calculate figures and amounts.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

GUAYAKI is committed to equitable prosperity and dignity for all people.

We value a diverse workforce and believe it enhances our culture while fostering better decision making. We recruit, train, compensate and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.