



## Job Outline

<b>Position Title:</b>	Logistics Coordinator	<b>Department &amp; Cost Center:</b>	Supply Chain 2500
<b>Reports to:</b>	Manager of Logistics & Planning, Americas	<b>Location:</b>	New York

<b>Position Overview</b>	
<b>Define position overview.</b> What would you tell someone if asked “What do you do”? – write one or two sentence description or bullet points to describe what the role encompasses. Use easy to understand language and terminology and be as specific as possible.	
<ul style="list-style-type: none"> <li>• Provide quality service to Laerdal’s internal and external customers in all assigned tasks, while upholding Laerdal Values at all times.</li> <li>• Provide local support for procurement, import, export, transportation and fulfillment to local sales companies. This will involve close global collaboration with other Laerdal manufacturing sites and distribution centers. This position provides key information and support to product and project managers regarding supply, inventory delivery and order status from vendors to customers.</li> </ul>	
<b>Position Holder is Accountable For:</b>	
<b>Define accountabilities.</b> Accountability is being answerable for the result. List the key areas, projects, implementations or applications that the individual is solely accountable for or has the primary decision-making authority. The purpose for defining these accountabilities is to clarify what the employee is accountable for and to agree exactly on the scope of authority. Accountabilities may not be applicable for all roles.	
<ul style="list-style-type: none"> <li>• Take the lead role in demand management, procurement, and maintenance of assigned commodities or product lines.</li> <li>• Enter and maintain accurate and timely control of the item master, vendor master and purchase order files.</li> <li>• Execute and support management directed inventory and fulfillment strategies in support of global KPI’s and business objectives.</li> <li>• Maintain appropriate local supplier and vendor relationships in support of business objectives and reigning ISO standards.</li> <li>• Provide full support for agreed local and global strategies as requested.</li> </ul>	
<b>Responsibilities:</b>	
<b>Describe primary responsibilities.</b> The Responsibilities describe the most important and frequent actions that are taken by the employee in support of their role. These activities should represent approximately 80% of the time spent on the job. The intention is to provide a concise overview of the job, not to provide “how to” or “step-by-step” details.	
<ul style="list-style-type: none"> <li>• Run MRP and place PO’s to support the needs of Laerdal’s customers.</li> <li>• Maintain dates and statuses in PO’s.</li> <li>• Communicate regularly with freight forwarders and customs brokers to assure timely deliveries.</li> <li>• Maintain appropriate local supplier and vendor relationships in support of business objectives and reigning ISO standards.</li> <li>• Maintain accurate and timely control of the item master (through Agile), vendor master and purchase order files.</li> <li>• Gather cost standards from third party vendors and present to cost accountant yearly for annual cost standard updates.</li> <li>• Interface with marketing to gain intelligence on upcoming promotions and campaigns.</li> <li>• Achievement of global strategy and KPI’s</li> </ul>	
<b>Competencies:</b>	
<ul style="list-style-type: none"> <li>• Ability to work through and influence others</li> <li>• Good oral and written communication with strong emphasis on follow-up and organizational capability</li> <li>• Experience with EDI, QAD, Excel, and Microsoft Office</li> <li>• Develops goals that are both strategic and attainable</li> <li>• Exhibits the desire for personal and organizational improvement</li> </ul>	

- Recognizes innovative ideas and can plan and implement them
- Has a vision of what needs to be done and plans for achievement
- Is motivated to exceed the expectations of customer and co-workers
- Approaches work with enthusiasm and energy
- Use multiple problem-solving techniques such as root-cause analysis, brainstorming and prioritization
- Selects the best course of action based on analyzing all alternatives and implements solution informing all parties involved

**Knowledge and Experience:**

- Bachelor's Degree supported by 2-3 years related business experience, OR a minimum of 4-5 years of purchasing and planning experience in an MRP II environment. QAD experience preferred. EDI experience highly preferred.