



Job Description

Operations Coordinator/Warehouse Lead | Portland, OR

Position: Operations Coordinator/Warehouse Lead

Location: Portland, OR

If you are looking for a career opportunity with an award-winning, fast-growing, financially stable company, ICAT Logistics, Inc. can meet all your expectations and more.

ICAT Logistics, Inc. strives to be the workplace of choice for the best and the brightest in our industry. We aim to fill this position with a professional candidate with strong logistics and sales experience—one that can create and maintain meaningful relationships with new and existing customers. Our industry is everchanging, so we are seeking a team member who is flexible and organized enough to take these changes in stride.

Responsibilities and essential job functions include, but are not limited to:

- Operating a forklift
- Receiving and documenting merchandise for delivery or return
- Keeping an inventory of all merchandise entering or exiting the warehouse
- Ensuring all merchandise is safely and securely packed and labeled for shipping
- Scanning labels to ensure products are shipped to the right destination
- Prioritizing, scheduling, and routing shipments for transportation throughout the U.S.
- Assisting with the day-to-day coordination, execution, and tracking of shipments
 - Entering shipments and quotes into the operating system
 - Tracking and tracing freight, including providing estimated times of arrival, verifying piece counts, and entering accurate notes in the system
 - Gathering proof of deliveries and entering in the operating system
 - Gathering and entering vendor costs into shipments
 - Preparing shipment for invoicing within the timeframe noted in ICAT's policies
 - Assisting in reviewing vendor billing discrepancies (variances)
- Preparing quotes and coordinating documentation between customers and vendors
- Performing other emergent duties and projects requested in support of ICAT's fast-paced environment



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Minimum Job Requirements:

- High school education required and some college ideal
- Prior experience working in a warehouse and knowledge of operating a forklift
- Ability to carry loads up to 50 pounds
- Ability to work independently and safely
- Ability to learn safety rules and regulations related to warehouse operations and equipment usage
- Ability to meet the physical requirements necessary to perform required duties safely and effectively
- Ability to foster accountability and commitment to achieve department goals
- Outstanding communication skills – excellent verbal and written with an emphasis on listening
- Extremely well organized with the ability to handle multiple tasks simultaneously
- Ability to plan and effectively set priorities for implementation
- Ability to work in a response-oriented industry
- Ability to build relationships with internal and external clients
- Ability to relate to and successfully interact across a variety of settings and work well with a broad and diverse workforce throughout the organization
- Ability to deal with a fast-paced entrepreneurial environment

Personal Characteristics:

- Possess a strong work ethic with a persistence in pursuit of objectives
- Understand and respond to situations that require a sense of urgency
- Consistent in follow-up and follow-through
- Credible with a high level of personal integrity
- Desire and drive to learn and grow
- Loyal and dedicated to the success of colleagues and team members
- Optimistic outlook toward all activities – ability to transmit this optimism to others
- Will naturally adopt ICAT's core values and seamlessly assimilate into ICAT's culture