

LOGISTICS COORDINATOR

OBJECTIVE

Responsible for the efficient and effective operation of the warehouse, all equipment, and the local facility, helping ensure internal objectives are successful.

WHAT WE ARE LOOKING FOR

A level-headed hard worker with an ambition for internal growth is the perfect candidate for this role. Capable of managing multiple tasks simultaneously as well as being well-organized, the Logistics Coordinator thrives in problem-solving, taking pride in quality, and discovering efficiencies. The ideal candidate has a reputation of a positive can-do attitude, and a unique ability to multitask in a fast-paced office and production environment. Someone with an even temper, the Logistics Coordinator works fast, troubleshoots quickly, and is able to act on their feet, establishing a world-class customer experience with the Visional brand.

MORE ABOUT VISIONAL

Visional is a multidisciplinary creative engineering agency known for building unforgettable experiences for industry-defining brands. Founded in 2014 by Kyle Means and Jim Steurnagel, Visional has become a leader in the experiential space by combining cutting-edge visual technology, a deep understanding of design, and years of expertise. Visional specializes in creative design and direction, live production, virtual engagements, interactive experiences, immersive environmental installations, and full-service project management.

Visional's mission is simple: Be nice. Do good work. We're friendly, energetic, and driven to help our clients and partners develop and engineer experiences. We thrive on building relationships and helping organizations deliver their message through creativity, technology, and collaboration.

Visional has teams strategically placed across the US, with hubs in Atlanta, Denver, Los Angeles, and Orlando. Learn more about Visional at wearevisional.com.

MORE ABOUT YOU

- Team player mentality with a strong sense of purpose within the organization
- Excellent troubleshooting skills
- High level of physical fitness and the ability to lift heavy equipment (up to 50 pounds)
- High level of responsiveness
- Highly attentive to safety in and around office spaces, event venues, and job sites
- Maintain a positive attitude through stressful situations and long hours
- Ability to manage priorities, respecting timelines, and critical deadlines

- Ability to manage multiple projects in parallel
- The ability to work under pressure and adapt to changes
- Ability to think critically and be proactive at solving issues
- General knowledge of production industry
- Receive feedback productively; continuously improve through feedback
- Valid Driver License (CDL preferred) and ability to travel (20%)
- Ability to pass criminal background check
- OSHA-10 certification preferred
- Valid Forklift Operators Certification is preferred

YOUR DAY-TO-DAY

- Manage warehouse inventory and maintain database
- Coordinate and schedule the movement of equipment throughout the warehouse including storage and shipment of equipment
- Implement daily production and shipping plan, arranging for overflow storage in warehouse
- Manage daily flow of prepared equipment by modifying storage space assignments
- Manually handles, repacks, or restacks pallets of prepared equipment as needed
- Coordinate transportation providers to ensure prompt and proper movement of shipments
- Reviewing purchase orders, pick reports, and shipping documents to ensure accuracy
- Making special shipping arrangements as necessary, including driving equipment to various locations regionally
- Assist in in-house events, including set-up, event assistance, clean-up and strike
- Assist project managers in gathering details on product, equipment, and delivery statuses and shipments
- Provide input to develop processes that make the supply chain more efficient and organized
- Prepares product for shipment by verifying location; directing movement to staging area; resolving problems
- Verify product inventory reports by comparing logs and reports; adjusting entries
- Document actions by completing forms, reports, logs, and records; maintaining databases
- Monitor inventory by completing counts as required
- Coordinate with team members to ensure gear is prepped and ready for upcoming projects
- Manage equipment logistics as required. Consistent packing and prepping of production equipment according to production guides to guarantee that packages are complete and in working order upon arrival
- Understand company processes as outlined in the employee handbook, follows procedures and accurately completes systems entry and paperwork (i.e., time sheets, expense reports, etc.) in a timely manner
- Engage in internal training to maintain proficiency and ensure growth of technical skills
- Participate in company meetings and activities
- Strives to exceed the expectations and needs of internal and external customers
- Assist the production team onsite with tasks as needed to complete the project
- Load and unload trucks as needed
- Other duties as assigned

OUR OFFER TO YOU

- Competitive Salary
- Remote Work Flexibility
- Profit Sharing Program
- Skills development activities and opportunities for career advancement
- Professional Development Reimbursement Program
- Personal Enrichment Program
- Work environment conducive to personal health and well-being

Those interested should send an e-mail with CV and letter of interest to careers@wearevisional.com

Requisition # 22-021
Availability Part Time (10-20 hours per week)
Location Remote