



**Job Opportunity at Biotix
Logistics Analyst & Coordinator (FLSA: Exempt)
San Diego, California**

Preference to candidates already in San Diego, CA area. No relocation available for this job.

Purpose of role:

Controls the efficient flow of goods to meet customer requirements. Serve as the organization's logistics liaison to freight forwarders and other logistics providers. Ensures execution and continuous improvement of standard logistics processes.

Core Values required for this role: Teamwork, Integrity, Passion, Quality.

Essential Job Functions:

1. Process freight quotes, book freight, route and monitor shipments. Schedule and/or reschedule delivery appointments.
2. Create and provide Shipper's Letter of Instruction, Packing Declaration, Certificate of Origin, International Commercial Invoice, Pro Forma Invoice, Broker Selection Option, and/or other international shipping documents when needed.
3. Gather and mine logistics performance data. Create daily, weekly, or monthly reports for tracking of logistics activities, shipping performance, and freight spend. Maintains freight forwarder file.
4. Work in conjunction with other departments as needed to research and resolve logistics issues.
5. Perform logistics and operational cost analysis. Support cost savings initiatives in logistics and freight focus areas.
6. Ensure 3PL providers are executing daily operations and meeting expectations according to Service Level Agreements.
7. Manage milk run truck route; including dispatching loads, coordinating loads with multiple nodes, directing truckers, and truck/trailer maintenance.
8. Process carrier claims with freight forwarders and carriers. Conduct freight invoice reconciliation.
9. Conduct vendor and subcontractor audits at multiple locations on a quarterly basis.
10. Complete MRP entries accurately as necessary.
11. Coordinate with Materials, Production, Subcontractors, and Quality Control on a daily basis to prioritize and facilitate shipping of critical items.
12. Maintain, update, and ensure compliance to customer logistics specifications and work instructions.
13. Complete other related duties, as assigned by the manager.

JOB SPECIFICATIONS:

1. Bachelor's Degree, required.
2. Three (3) to (5) years of related logistics coordination experience including communication with freight forwarders on a daily basis.
3. Bilingual in English and Spanish, required for the role.
4. Demonstrated knowledge of software relating to logistics activities desired.
5. Ability to work with MSOffice Suite. (Word, Excel, PowerPoint).
6. Experience with Microsoft Excel formulas, pivot tables, VLOOKUP, and graphs required.
7. Good verbal, written, and interpersonal communication skills.

8. Good organizational skills and attention to detail. Demonstrated ability to handle multiple tasks simultaneously.
9. Experience shipping container loads via ocean mode and intermodal, LTL and FTL via road mode, and pallet loads via air mode.
10. Possess working knowledge of Incoterms, US Customs Regulations and Harmonized Tariff Schedule.
11. Exposure to “Maquiladora” operations experience, highly desired.
12. Experience with Lean Logistics or other process development/continuous improvement tools highly desired.
13. Experience with CTPAT certification highly desired.
14. APICS CLTD certification desired.
15. Must be able to travel up to 20%. Main travel location is Tijuana, Mexico.

Come and be part of a growing and innovative organization!

Interested parties please send Cover Letter and Resume: careers@biotix.com

Subject Line: Logistics Analyst & Coordinator – SD.

Biotix offers a competitive salary, commission, benefits and more!

We are an equal opportunity employer, encourage diversity and innovation!

Relocation assistance not available.

No Calls – No Recruiters/Agencies please.