



JOHN S. CONNOR
GLOBAL LOGISTICS
EST. 1917

EMPLOYMENT OPPORTUNITY

Logistics/Special Project Coordinator

Full-time Position in Global Logistics

Get to Know Us:

A career with **John S. Connor in Global Logistics** is an opportunity for personal and professional growth. In today's exciting logistics field, your contribution will play an important role in the continued success of our esteemed customers. Founded in 1917, we are a leading provider of supply chain and logistics services, customs brokerage, and transportation for global importers and shippers.

Company Culture:

At John S. Connor, our success is powered by people and technology. We believe that every customer deserves peace of mind, provided by a comprehensive logistics strategy and a robust technology platform. Our culture and customer-focused mission assure that your contribution will be recognized and rewarding. We encourage employees to be engaged, inspired, and diverse. Success is celebrated, and integrity is at the core of our values.

Summary of Position:

The Logistics/Special Projects Coordinator plans, schedules, coordinates, and analyzes the efficient storage and loading of warehouse inventory and shipping arrangements as needed. This will be completed in accordance with our Quality and Food Safety Programs. The individual ensures proper inventory management and reconciliation processes are followed, as well as makes recommendations designed to improve business results for all warehouse inventory-related activities.

- Ensuring adequate supplies of products and equipment
- Reconciling inventory results on a daily, weekly, and monthly basis
- Communicating proactively with internal customers by providing accurate and timely information on inventory status and cost of goods purchased
- Developing strong working relationships with internal and external customers, including the Management, carriers, supply chain, and vendors



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- Delivering timely communications on exceptions, changes to the facility/transport environment, problem resolution, and equipment/service needs; provides input to resolve capacity and service needs
- Keeping current on the transportation management systems' abilities and shortcomings
- Assist with warehouse operation when needed

Skills & Qualifications:

- High School Diploma or equivalent; Bachelors Degree preferred
- Two to three years of work experience preferred in logistics/transportation operations
- Proficient in MS Office including Excel, Access, and Word, SAP is a plus
- Ability to work independently with minimal supervision
- Strong organizational and time management skills to prioritize multiple demands
- Strong analytical skills with attention to detail
- Strong verbal and written communication skills
- Exceptional work ethic, energy, and drive
- Demonstrates alignment with the company's code of ethics

Benefits Offered:

- Competitive health plan options
- 401K and profit sharing
- Vacation and PTO programs
- Education assistance
- Casual working environment

At John S. Connor, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and team members. We are a smoke and drug-free workplace and ADA compliant as applicable.

Interested in Applying?

Email careers@jsconnor.com

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Glen Burnie, MD 21061

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