



Logistics Coordinator

About our company

ORIIN STONE, located in New Hope, MN, is known for innovation. Servicing the high-end architectural, landscape design, building, and interior design trades, ORIIN is a leading natural stone wholesaler and fabricator with the area's most extensive selection of high-quality imported and domestic stone offerings. Because of our team's ability to meet our client's highest standards, our company continues to grow in an exciting direction.

To drive continued success, we are seeking a full-time position for a Logistics Coordinator to join our team. This position is responsible for collaborating with the sales team, negotiating quotes, and scheduling and coordinating shipments/deliveries between our customers and couriers. If you have logistics experience, and are seeking an exciting opportunity with a company that will generously reward your efforts and encourage your advancement, we hope to hear from you.

Essential Job Functions:

- Shipping coordination from start to finish: including managing client delivery & pickup schedule, booking couriers, and arranging out of state shipping for orders as needed.
- Ensure prompt and proper delivery and shipments occur.
- Make special shipping arrangements as necessary.
- Tracking and correcting shipping errors.
- Work with couriers to obtain cost-conscious delivery and shipping rates/quotes.
- Provide consistent activity and delivery updates to the Sales team.
- Regularly communicate with the Sales team regarding shipping and delivery needs.
- Answer phones to assist clients with questions and inquiries.
- Assist as back up for reception and will call customers - answer phones, greet clients and assist with processing customer payments.
- Additional tasks and projects as assigned.

Education, Experience and Qualifications:

- Minimum high school diploma or equivalent
- 1 year of relevant experience is preferred
- 1 year of administrative experience is preferred
- Ability to communicate effectively and with exceptional professional etiquette
- Proficient with Microsoft Office, including Excel, Word and Google Suite
- Prior ERP or scheduling software experience preferred, but not required

- Excellent organizational and time management skills
- Strong attention to detail and problem-solving abilities
- Ability to multi-task and prioritize tasks
- Reliable attendance and punctuality

ORIJIN STONE offers highly competitive compensation, vacation time, comprehensive medical, dental, vision and life insurance benefits as well as a Simple IRA with matching. This position comes with great growth potential. Our culture values integrity, enthusiasm, initiative, inspiration and strong working relationships. We foster and promote a collaborative work climate that is conducive to employee recognition and growth.

For more information about our firm, visit our website: www.ORIJINSTONE.com. You can also find us on HOUZZ, Facebook and Instagram. To apply, please send your inquiries and resume directly to: [hiring@ORIJINSTONE.com](mailto: hiring@ORIJINSTONE.com).