TASKA by eqwal

Redefining Prosthetics
Transforming Lives

POSITION DESCRIPTION: LOGISTICS COORDINATOR

POSITION DETAILS			
Position Title	Logistics Coordinator	**Location**	Salt Lake City, Utah
Reports To	Head of Operations	**Major Relationships**	Operations team, Wider TASKA team, relevant stakeholders, suppliers, freight forwarders.
Direct Reports	NIL	**Date**	July 2026

COMPANY MISSION	
Mission	To instil confidence through innovation, enabling others to unlock life's full potential.

COMPANY VALUES	
Excellence	We have passion for our progress
Courage	Owning our beliefs and actions takes courage
Collaboration	Our success comes from team effort
Care	We foster a culture of kindness and responsibility

POSITION PURPOSE

The purpose of the Logistics Coordinator is to ensure product is both booked in and sent out accurately and in a time efficient manner.

MAIN ACCOUNTABILITIES		
Quality	**Manages both inwards and outwards goods efficiently**	• Receives inwards goods and enters relevant information into ERP and other systems as required. • Ensures all inbound shipments match the quantities stipulated on purchase orders. • Ensures high-level inventory quality checks are completed upon receipt of goods. • Delivering product/items to relevant departments and team members. • Packs product into shipping cartons. • Prepares shipping documents and book collection. • Ensures shipping documentation is kept relevant and up to date. • Picks material from store as needed for direct shipment. • Manages the ordering and safety stock levels of consignment stock and parts from New Zealand.
People	**Is open and willing to act as a key team member**	• Attends regular team meetings and one on ones as required by the Manager. • Communicates with and educates company team members to ensure key tasks and actions are completed. • Is always a role model for safe work practices and ensures the company complies with the Occupational Safety and Health Act in its overall practices.
Customer	**Ensures customers receive shipments efficiently**	• Monitors shipments and contacting freight carriers as needed. • Advising customers of shipments and tracking detail. • Updates ERP with tracking and expected dates when known. • Proactively communicates shipment delays, exceptions or disruptions and works to minimise customer impact. • Coordinates with internal teams and freight partners to ensure customer orders are delivered accurately and on time. • Supports the resolution of delivery issues, damaged shipments, and logistics-related customer concerns in a timely and professional manner.

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Finance	**Provides regular detailed reporting to Manager**	• Maintains accurate records and prepares detailed reports on supply chain performance, cost analysis and improvement initiatives. • Conducts cycle counts and stock takes and reports/manages variances. • Provides data for KPI reporting. • Provides monthly reports to Manager.

CORE BEHAVIOURS	
Communication	• Open and direct – communicates in a clear, courteous manner. • Actively listens – can accurately summarise what others have said about their points of view, feelings and needs. • Reads and accurately interprets written policies, procedures and instructions. • Willingly answers questions and concerns raised by others.
Teamwork	• Participates in team activities and actively contributes. • Shares information willingly and helps others when required. • Supports team decisions and acknowledges the contribution of others. • Feels accountable for the performance of the team. • Explores differences of opinion in a constructive manner and is willing to be flexible in approach.
Energy/Enthusiasm	• Brings a positive outlook and enthusiastic countenance to the working environment. • Remains enthusiastic despite setbacks and has a can-do attitude. • Is driven to achieve goals. • Does not run out of steam, bringing new ideas and motivation to the task or team.
Attention to Detail	• Is extremely thorough in all aspects of work. • Ensures correctness in all detail of work. • Has ability to focus on detailed work for sustained periods. • Notices micro-details and picks up on errors that others may have missed. • Maintains a clean, tidy and efficient workspace.
Initiative	• Takes responsibility for their duties with little or no oversight. • Recognises and takes process improvement actions without being requested to do so. • Is able to make autonomous decisions relating to their area of responsibility. • Has the ability to refer to others when assistance is necessary. • Does not rely on others to get the job done.

SKILLS, QUALIFICATIONS AND EXPERIENCE	
Qualifications	No tertiary qualification necessary.
Experience	**<u>Essential</u>** Previous experience in logistics and processing paperwork. Working experience of ERP software. Insight into market conditions affecting the supply chain. Management of inbound and outbound goods in a complex environment.
Skills	Good understanding of patterns and trends. Data analysis.