

Reynaers Aluminum - North America is part of an award-winning, global company, recognized for innovative products. Reynaers North America is a member of the Reynaers Group of companies, a Belgian-based manufacturer and distributor of aluminum products for commercial and residential applications. We are an aluminum fabricator in the Deer Valley area of Phoenix, AZ.

We are now hiring direct, so from the first day you walk through our doors, you're a full time employee of one of the greatest teams around, the Reynaers Group! Our employees, management and company culture make for a fun and comfortable place to come to work every day.

Logistics Associate

SUMMARY OF JOB FUNCTIONS

Assist the Supply Chain Manager in the daily execution of all matter related to supply chain and logistics. Managing the flow of material movement and related documents as needed.

Attention to detail when maintaining communication and scheduling events.

RESPONSIBILITIES

- Coordination of transportation function, including responsibility for; relationships with brokers and logistics companies, minimizing costs associated with transportation services for both inbound and outbound orders
- Organizing and ensuring smooth execution of shipments with international parent company supplier and external vendors
- Working directly with customers to organize the shipment to facilitate warehouse and job site deliveries

General administration functions, including answers inbound customer calls, verifying order documents, completing necessary office paperwork and other office duties

COMPETENCES

- Planning/Organizing-- Prioritizes and plans work activities; uses time efficiently; develops and executes realistic action plans.
- Quality-- Demonstrates attention to detail, accuracy and thoroughness; applies feedback to improve performance; self monitors own work to ensure quality
- Strong Communication-- Writes and speaks clearly and persuasively in all situations; questions when necessary to ensure clear understanding

COMPETENCES (CONT.)

- Customer Service-- Responds promptly to customer needs; manages difficult or emotional customer situations; solicits customer feedback to improve service; meets commitments
- Cost Consciousness-- Works within approved budget; develops and implements cost saving measures

SAFETY

Follow company safety rules as per supervisor's instructions, and employee handbook includes wearing personal protective equipment when required, 100% of the time, and ensure that all procedures under the Occupational Health and Safety Act are being followed.

QUALIFICATIONS/SKILLS REQUIRED

- Good communication skills
- Good interpersonal skills
- Computer literate

Reynaers North America offers a competitive wage and comprehensive benefits including medical, dental and vision insurance, 401(k), company paid life insurance and more which start the first day of the month following 60 days of employment. The successful candidates will be joining us during an exciting time filled with opportunity, both for our company and our employees. As an employee of Reynaers North America you will have a major role in our success. We provide an environment where you can work safely, contribute to our success and pursue your professional goals.

Job Type: Full-time

Experience: Microsoft Office: 2 years (Required)

Education: High school or equivalent (Required)

Work Authorization: United States (Required)

Shifts: Daytime: 7am-4pm