

## **Logistics Admin Associate - [T/O: 4]**

### Job Summary

- Spigen's Logistics Admin Associate performs a crucial role in overseeing all the activities in an organization related to e-Commerce online orders or B2B orders by operating different programs and softwares such as SAP, Shipstation, etc. An ideal candidate would plan, forecast, analyze, troubleshoot, and manage processes and operations related to stocks, inventories, and orders and shipment.

### Supervisory Responsibilities

- None

### Duties / Responsibilities

- Complete warehouse operational requirements by scheduling and assigning tasks to employees
- Maintain adequate storage for warehouse and on-site inventory
- Create an efficient space utilization plan
- Keep up with changing technologies such as computer software
- Oversee overall operations and procedures regarding stocks, inventory, and orders and shipment
- Collaborate with other departments as well as headquarters in order to meet customer needs
- Communicate with external vendors as well as create liaison with business partners
- Maintain delivery schedules as well as PO records on purchases
- Responsible for data analysis including forecasting
- Responsible for financial and administrative aspects including data entry, record keeping, billing and managing invoices
- Assist customs compliance/clearance
- Other related duties as assigned

### Required Skills/Abilities

- Bilingual (Korean / English)
- Proficient in G-Suite, Microsoft Office, or related software
- Organized, detail-oriented, and ability to multitask
- Excellent statistical and analytical skills
- Ability to work under pressure
- Time management skills with a proven ability to meet deadlines

### Position Detail

- This position requires work onsite.

### Education and Experience

- Individuals pursuing an undergraduate degree, preferably with a concentration in International Trade, Business, Supply Chain Management, Logistics, or related field

### Physical Requirements

- Must be able to remain in a stationary position over 70% of the time and constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Must be able to lift up to 25 pounds