



Title: Logistics Assistant **Reports to: Logistics Manager**

Company and Position Description

Array Technologies, Inc. (Array) has been the world's leading solar tracking company for nearly 30 years. We are experiencing explosive growth built on our best-in-class products and dynamic team. Join the global leader in tracking technology and help us bring clean, reliable, and economic solar power to the world.

The Logistics Assistant will be responsible for warehouse operations, such as expediting purchases, maintaining communications with vendors, receiving and verifying the accuracy of shipments, and auditing documentation. This position is a full-time and non-exempt

Duties and Responsibilities

- Create and maintain contact with vendors and customers to ensure timely delivery of goods.
- Interact with third party logistics service providers.
- Maintain and audit freight cost and documentation
- Create packing lists and update shipment information in database
- Status monitoring and correspondence with management.
- Processes logistics requests and ensures follow-up action completed. Respond to requests that are received via email, telephone or fax regarding damaged, misdirected or lost freight by determining the responsible party (trucking company or customer) and finding the best means to resolve the situation.
- Determine the best means, in terms of timeliness and cost, to ship product.
- Generate documents that are needed to file freight claims.
- Provide feedback to Project Management and manufacturing regarding shipping problems so as to improve future transactions.
- Communicate on a daily basis with trucking companies to verify shipment status and resolve problems.
- Outbound delivery generation and bill of lading administration.
- Generate Export documents and maintain accurate records.
- Review and determine carrier changes when the ship to address has changed
- Other duties as assigned

Required Knowledge, Skills, and Abilities

- Must be able to lift up to 50 lbs.
- Must be able to stand for extended periods of times.
- Must be very organized and have the ability to work under tight deadlines.
- Ability to work in a fast-paced work environment.
- Must be able to speak proficient English.
- Knowledge of Microsoft Office required. Proficiency in Excel.
- Must be able to successfully pass a background check and drug screen.

Education and Experience

- High school diploma required
- 2+ years shipping and warehousing experience required
- Forklift experience a plus
- International shipping experience a plus
- SAP experience a plus