

**Position:** Logistics Coordinator

**Location:** Philadelphia, PA

**Compensation:** Salary, Benefits Package

### About ChargeItSpot

ChargeItSpot® works with some of the biggest brands in the world to provide free and secure cell phone charging to consumers on the go. Our clients include best-in-class brands such as Target, Gap, Inc., Nordstrom, TJX, Under Armour, Neiman Marcus, Uniqlo, and ~60 others. Clients love us because when users charge their phones they shop longer and spend more. Users love us for saving them from the dreaded dead phone battery.

At ChargeItSpot, we value dedication, flexibility, and a tenacious attitude. Our startup environment requires independent thinkers and is ideal for people who can roll up their sleeves and get things done. We obsess over details and always go the extra mile for our clients. Our focus is fierce, but it's not all hard work. We hold weekly happy hours, monthly team events, and twice a year we retreat to the mountains for a weekend of R&R as a team. Check out our **Core Values** to learn more.

### Position Overview

ChargeItSpot is looking for a bilingual logistics expert to join our dynamic team to help track and manage our growing fleet of kiosks across North America. As a member of the Operations team, the Logistics Coordinator will draw on a variety of skills including problem solving, organization, and communication. The ideal candidate is someone who takes pride in managing details.

### Responsibilities

- Coordinate kiosk shipments by working with our manufacturer, shipping agents, clients and installation teams
- Monitor details for as many as 50 shipments at a time including BOLs, ship dates, transit time, installation dates and times, and shipping exceptions
- Manage spare parts inventory, and shipping & receiving of parts to and from field technicians
- Manage damages and RMAs
- Ensure quality and accurate pricing of shipments
- Develop processes to streamline packaging and transportation, and where possible improve quality and decrease cost
- Maintain master records of tracking details used by Operations and Client Success
- Prepare customs documentation
- Monitor operational dashboard and coordinate troubleshooting with members of the Ops team
- Assist installers and field technicians via phone during installations and technical visits

### Qualifications

- Bilingual in Spanish and English
- Highly organized, logical, and obsessed with details
- Ability to effectively communicate with cross-functional teams including Operations, Client Success, Product, and Field Technicians
- Comfortable in a fast-paced environment and able to juggle multiple priorities calmly and efficiently
- A solutions-oriented thinker who can confidently work through issues to resolution
- Previous experience with logistics or shipping is a preferred, but not required
- Bachelor's degree

If you have the unique combination of skills and qualities we are looking for, please submit your resume to Michaela Fallon at [careers@chargeitspot.com](mailto:careers@chargeitspot.com)

ChargeItSpot is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.