



Logistics Coordinator

Winona, MN

The Logistics Coordinator is responsible for overseeing the driving and DOT related responsibilities of the MWSCO Drivers as well as scheduling and dispatching bulk gas delivery. This position assists the Fill Plant Manager in all day to day operations of the Fill Plant and provides the highest level of customer service to both internal and external customers. This full-time, exempt position will report to the Fill Plant Manager. The wage range is \$58,000-\$64,000.

Primary Responsibilities:

- Oversee all aspects of bulk pickup and delivery, supervise timely scheduling and delivery of bulk gas
- Daily monitoring of bulk oxygen, nitrogen, helium and argon tank levels
this daily task includes weekends
- Ensure driver compliance with DOT requirements including logging, pre & post trip inspections vehicle fitness for duty and all other compliance
- Daily routing of MWSCO drivers and fleet
- Assist in the day to day business operations of the Fill Plant
- Maintain and project the professional reputation of MWSCO through all interactions

Knowledge and experience:

2+ years management/leadership experience preferred. Experience in fleet management and/or routing preferred. Current or previous commercial driving experience preferred. Thorough understanding of handling and filling compressed and liquefied gases and associated equipment and general understanding of filling processes. Knowledge of Microsoft Office software or equivalent programs also required.

Skills and Abilities:

- Effective communication, including writing, speaking and interpersonal communication.
- Quick critical thinking and problem-solving abilities.
- Excellent customer service skills.
- Organization and time management skills.

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