

Logistics Planner

Grand Rapids, Michigan

WEST ELM WORKSPACE is an exclusive collaboration between West Elm and Inscape. Our mission is to offer choice in products and services, build community through connections with clients and collaborators and focus on consciousness and honest business practices in everything we do, from supply chain transparency to sustainability.

Inscape, an award-winning designer and manufacturer of office furniture, has been initiating change in workspace design for the past 125 years. Since it launched in 2002, West Elm has been helping customers express their personal style. West Elm's home base is nestled down under the Manhattan Bridge in Dumbo, Brooklyn, and their 65+ retail stores can be found in the US, Canada, Australia and the UK.

Together, we bring a new way to work to the commercial furniture market.

The Role

The Logistics Planner will facilitate the coordination and planning of assigned projects working to achieve a full trailer load of product. This role is responsible for maximizing the direct load shipping capabilities of our product. The Logistics Planner must work closely with the internal Sales and Purchasing team members, 3PL partner as well as other departments to ensure reliability and cost, to guarantee customer requirements are met. This role will also focus on opportunities for continuous improvement to the logistics program.

Responsibilities

- Work closely with the Sales Resource Team and the Supply chain to plan and coordinate all projects and full loads.
- Receive, review, amend and approve all PDI's received.
- Calculate trailer loads based on PDI's.
- Ensure that all product is planned to ensure compliance with customer requirements.
- Create/Maintain on line Logistics Planning Matrix.
- Communicate changes and statuses to all parties involved i.e. Sales & Marketing.
- Work closely with the Supply Chain team to ensure logistics plan is attainable.
- Processing and coding invoices and freight claims.
- Shipment planning and closing.
- Measure and report on logistics performance.
- Work with team at developing SOP's as needed.
- Strive to improve knowledge, ability and skill in all areas.
- Other duties as assigned by Manager.

Knowledge, Skills, Abilities & Education

- Certification in Transportation and Logistics.
- Previous experience in project and production planning.
- Ability to learn and understand new computer programs as required.
- Able to work in and support a team environment.
- Able to work in a fast paced and sometimes high-pressure environment.



- Basic ISO knowledge.
- Excellent verbal, written and interpersonal skills.
- Must be willing to share knowledge and ideas in a team setting and work closely with all members of the team.

If you have the qualifications for this position and are interested in joining a progressive company with excellent benefits, please email your resume for consideration to:
careers@inscapesolutions.com.

We thank all applicants for their interest, but advise that only those selected for an interview will be contacted.

Inscape is an equal opportunity employer.