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Logistics Assistant

A rapidly growing international market leader is seeking a top performer for their Logistics Assistant role. This key position will report directly to the Logistics Manager. This is an exciting opportunity to work for a stable, family oriented, business with a tremendous culture and team environment.

Logistics Assistant Duties and Responsibilities:

- Organizes and maintains warehouse and inventory areas for efficient material storage and handling
- Stocks received and returned inventory
- Completes necessary paperwork and signoffs as outlined in policies and procedures
- General duties could range from preparing compressors and items for shipment to assisting with unloading of goods from delivery vehicles.
- Signs for and inspects deliveries upon receipt
- Collaborates and assists Rental Team with arranging shipment of rental units, inspect compressors upon return, and schedules repairs and maintenance. At times, may complete repairs on rental units.
- Assists the Supply Chain Manager and Logistics Manager in the movement of supplies.
- Keeps a clean and safe working environment.
- May be asked on occasion to perform other duties not related to this job description.

Expectations:

- Strong organizational and communications skills.
- Ability to multi-task, set priorities and meet strict deadlines.
- Strong time management skills.
- Excellent computer skills. Proficient in Microsoft Word, Excel and Outlook.
- Energetic and self-motivated.
- Experience using Sage MAS200, or similar, inventory management software is preferred but not necessary.
- Team Player

Education and Experience

- High School Diploma or GED required
- Minimum of 2 years of experience in inventory management preferred

Benefits & Compensation:

- Wages commensurate with experience
- Full medical & dental benefits, paid vacation & holidays, 401K, plus performance bonus
- Growth opportunities are available