



Position: Logistics Administrator (2nd Shift)

Location: Lancaster, NY

Reports to: Supply Chain Manager

Meet NutraBlend Foods

NutraBlend Foods is one of the largest custom manufacturers of specialized health nutrition powder products in North America, powered by an experienced team with a passion to help customers hustle and thrive.

With over 20 years working with some of the top Sports Nutrition brands around the world, our experience supports our customers to formulate great-tasting products that meet or exceed consumer expectations. Our state-of-the-art manufacturing facility located in Lancaster, NY provides our customers with confidence in our ability to meet delivery requirements and scale up volumes as their brands succeed.

All of this is made possible by our people.

Why Join the Team at NutraBlend Foods?

Our employees represent the best of what we do and their passion, dedication and commitment are the building blocks of our success. When you join the NutraBlend Foods team, you become part of our family. We offer a comprehensive group benefits program including medical, dental, disability, vision coverage and an employee assistance program.

Position Summary

NutraBlend is seeking a person responsible for the coordination of inbound or outbound freight for the Lancaster facility and Buffalo 3-PL partners. Including the entry of ASNs, goods receipts, delivery transactions, sourcing of carriers, tracking of shipments and preparing the required document packages.

Responsibilities

Outbound Logistics:

- Enter Advanced Ship Notice into Third Party Warehouse system ensuring all pertinent information is provided for either plant transfers or vendor deliveries
- Coordinate outbound customer shipments ensuring all documentation required are complete
- Act as key US contact for brokers and carriers
- Interact with vendors, plant personnel and customer; primarily by phone, email
- Forward shipping documents to the correct contacts: customer/ border / dispatch
- Record log shipments in and out and monitor on route ensuring carriers arrive on time. Investigate issues and recommend corrective actions
- Respond to customer order and shipping inquiries
- Coordinate export shipments
 - Provide packaging declaration, Health Certificate Application to the freight forwarder and customer.
- Manage warehouse FG inventory report to identify inaccuracies
- Gather, organize and file all shipping documentation



Inbound Logistic:

- Review receiving documentation from Material Handlers for accuracy to the purchase order
- Enter Advanced Ship Notice into Third Party Warehouse system ensuring all pertinent information is provided for either plant transfers or vendor deliveries
- Communicate priority deliveries to the Warehouse Receiving team
- Interacting with the purchasing, warehouse and planning team on regular basis to communicate deliveries and potential delays that may impact the schedule
- Notify the purchasing, quality and inventory teams if shipments arrive short, damaged or over shipped
- Gather, organize and file all receiving documentation

Qualifications

- Associates degree & logistics experience preferred but similar Experience is acceptable
- 2+ years professional experience in related position/field
- Skilled communicator in both individual and group settings, strong negotiator
- Team focused, results driven
- Training/knowledge/troubleshooting ability in Microsoft Excel, Outlook and SAP
- Aptitude for good communication in individual and group settings, problem-solving, able to handle stressful situations calmly and patiently, attention to detail and organization, able to prioritize and have good time management skills

Ready to Join the Team?

Please send your resume to jobs@nutrablendfoods.com with a cover letter telling us why you're a great fit for the team at NutraBlend Foods. We look forward to hearing from you!