



Logistics Coordinator

Location: Hilliard, OH

Department: Supply Chain and Operations

Reports To: Supply Chain Director

Position Summary:

The Logistics Coordinator manages all freight and logistics activities for Meristem Ag and plays a key role in overseeing daily load operations. This position supports a high level of customer service by coordinating, tracking, and reporting logistics tasks such as inter-company transfers, return material authorizations, inventory counts, and freight claim preparation. The Coordinator also serves as a liaison between sales, supply chain planning, transportation, and customer service. This role supports the overall logistics function and provides backup coverage for other positions within the department, including the Supply Chain Manager, customer service, and operations.

Responsibilities:

- Maintain strong relationships with logistics suppliers while supporting transportation cost reduction efforts.
- Track key performance indicators for the logistics area and support continuous improvement initiatives.
- Understand and support the order-to-cash process.
- Schedule all shipments, including customer deliveries, warehouse transfers, raw material stocking, and imports.
- Ensure compliance with all regulations, laws, company policies, and DOT requirements.
- Manage and process freight claims.
- Negotiate with and assist in onboarding new carriers.
- Track and trace shipment locations and provide timely updates.
- Communicate daily with drivers, brokers, and internal team members.
- Verify and report accessorial charges.
- Collect all required logistics documentation.
- Operate the TMS system and support RFP processes with carriers to secure competitive pricing.
- Manage domestic and international shipments.
- Prepare and distribute daily logistics reports to internal stakeholders.
- Cross-train and serve as backup for the Transportation Planner and Production Planner.
- Perform other duties as assigned by management.

Requirements:

- Bachelor's degree in Supply Chain Management, Logistics, or a related field preferred.
- Three or more years of experience in logistics or supply chain coordination required.



- Proficiency with logistics software, Microsoft Office Suite, and TMS platforms.
- Strong organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Ability to multitask and work independently in a fast-paced environment.
- Knowledge of domestic and international shipping regulations and documentation.
- Role is based in the Columbus, Ohio office.