

# OCHRE

Logistics and Inventory Coordinator – High End Lighting and Furniture Design

SOHO - NYC

High end lighting and furniture design company with offices and showroom in Soho seeks to fill a shipping and administrative role. Ideal candidate should have significant experience in organizing logistics of high end lighting and furniture.

## KEY RESPONSIBILITIES :

- Knowledge of working with UPS, DHL and FED EX - Domestic and International
- Working with freight forwarders
- Shipping with White glove service
- Shipping Quotes, working to get the best rates - imports and exports - knowledge working with customs brokers - to get shipments cleared (duties/taxes)
- Inventory / Logistics (stock) control - keeping charts up to date
- Excellent communications skills - respond to emails, sales reps team and the production team in a timely manner
- Follow up order status

## QUALIFICATIONS & QUALITIES :

- Positive attitude that works well with a small team
- Working knowledge of excel
- Working knowledge of Quickbooks
- Strong negotiating skills
- General office duties

A competitive salary, commission, and discretionary bonus will be offered to the right candidate.

Please send your application with a covering letter to: [careers@ochre.net](mailto:careers@ochre.net)