



Job Title: Logistics Specialist

Location: Fort Benton, MT

Position Description: The Logistics Specialist will manage all aspects of logistics throughout the supply chain for IND HEMP. The Logistics Specialist will be responsible for planning, organizing, scheduling, and providing transportation solutions for all inbound and outbound shipments and assist the inventory specialist.

Duties and Responsibilities:

- Adhere to companies' safety-first policies and procedures
- Overseeing all logistical supply chain operations
- Planning and developing logistical network
- Organizing and scheduling solutions for inbound and outbound freight
- Provide reporting on logistical activities within associated software (NetSuite)
- Analyzing and optimizing logistical procedures
- Reviewing, preparing, and routing purchase orders
- Coordinate and ensure completion of the safe and timely pick-up and delivery of shipments
- Monitoring shipments, costs, timelines, and productivity
- Addressing and resolving shipment and inventory issues
- Liaising and negotiating with suppliers and retailers
- Timely responses to customer inquiries
- Performs other duties as assigned

Required Skills/Abilities:

- Ability to act with integrity, professionalism, and confidentiality
- Thorough verbal and written communication skills
- Demonstrate interpersonal, negotiation, and conflict resolution skills
- Detail oriented
- Strong analytical and problem-solving skills
- Ability to prioritize tasks and to delegate them when appropriate
- Working knowledge of State, Federal and related transportation regulations
- Proficient with Microsoft Office Suite or related software
- Working knowledge of SQF and ISO quality requirements
- Proficiency in Microsoft Office, ERP system and logistics software

Education and Experience:

- High school diploma/GED required
- Degree in business administration, logistics or related field preferred
- 2+ years of experience in logistics management required

IND HEMP, LLC, a Delaware public benefit company, is an EOE for minorities, females, protected veterans, and individuals with disabilities. This position offers a complete benefit package, including 401k, health, dental and vision insurance. IND HEMP requires successful completion of a pre-employment drug screen and background check.