



Innovative Computing Systems

www.innovativecomp.com

Logistics Specialist – Austin, TX

Are you looking for a position at a growing tech company? Does providing white glove service and turning someone's day around for the better make you love your job? Do you function well in a highly collaborative, fast-paced team environment that resolves client issues? If this sounds appealing and something you'd love to do, we're looking for you!

Position Description:

Logistics Specialist will be responsible for sourcing IT equipment and services and working with vendors. The successful candidate will be able to perform strategic procurement activities across multiple Information Technology categories of spend, search for better deals and find more profitable suppliers.

Responsibilities:

- Validate, input, and track equipment orders, shipment status, returns and exchanges
- Develop and maintain checklists and written procedures for Inside Sales / Logistics functions including product quotes, service proposals, deal registrations, and RFPs
- Establish and maintain positive and mutually successful vendor relationships
- Coordinate with sales team to promote accurate and timely processing of client orders
- Place product orders with distributors and track shipments across multiple platforms
- Work with Inside Sales management to create and maintain quote templates
- Actively pursue and manage renewal of hardware and software maintenance contracts
- Prepare and send quotes to clients. Provide follow-up, tracking, and delivery confirmation to project teams and/or other relevant stakeholders
- Create and maintain hardware and software documentation in conjunction with the Sales and Operations teams

Qualifications:

- Proficiency in Microsoft Office programs, especially Outlook / Email communication
- 5+ years previous experience in logistics role(s) such as purchasing / procurement
- Working knowledge of PC computer systems and order management software preferred
- Great interpersonal and time management skills
- Excellent verbal and written communication skills
- Familiarity with PSA / CRM business productivity products (i.e., ConnectWise Manage etc.)
- Demonstrated research capabilities such as vendor pricing comparisons
- Ability to read, understand, and generate Sales Orders and Purchase Orders
- Must be authorized to work in the U.S.

General Standards:

- Availability to work requisite full-time shift of Monday-Friday, 8am-5pm (Pacific Time zone)
- Requires basic to advanced technical proficiency with information technology systems
- Ability to work remotely with minimal supervision
- All work will be performed in accordance with established policies, standards, protocols, and procedures, as well as in the spirit of the company's Strategic Objective
- All proprietary company and client information will be held as strictly confidential and never shared with any entities outside the company
- Information security policies, standards, protocols, and procedures will always be followed, including those listed in the employee handbook and supplemental documentation

To be considered, please reply with your cover letter, resume and salary range.

*****This is a full-time hourly position from 8am-5pm Pacific Time Monday through Friday*****

Innovative Computing Systems is an established and proven Managed Services Provider with over 30 years of success and experience. We provide IT services to our clients, with a heavy focus on the legal industry. We are a diverse team of individuals from many different types of backgrounds.

Innovative Computing Systems, Inc. is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other classification protected by Federal, State or local law.

We thank all candidates for their interest, however, only shortlisted candidates will be contacted.