

**Job Description**

**Title:** Allocation/Routing Coordinator

**Department**: Logistics Operations

**Reports To:** Domestic Shipping Manager

Outerstuff LLC is searching for an Allocations/Routing Coordinator to support our Logistics Operations department. We are looking for a skilled and hard-working associate to join our team.

**MAIN RESPONSIBILITIES**:

* Monitor start ship and cancel dates are maintained Maintain and monitor open orders to ensure they are all shipped within the required ship window.
* Develop an understanding of customer’s requirements and take actions to ensure that such requirements are met.
* Monitor WIP and in-transit production to forecast any potential delivery problems.
* Communicate with the print location (s) to ensure timely and accurate shipments to our customers.
* Process picking tickets, carton shipping labels, and BOL’s.
* Manage warehouse VAS (Value Added Services). This would include ticketing, repacks, and pick/pack projects.
* Create routing requests using retailer forms and TMS (Transportation Management Systems) websites.
* Monitor inventory via reporting, cycle counts, and communication with print locations.
* Ability to communicate with customers, Sales & Production teams, and Management

**REQUIREMENTS:**

* A good understanding of the Apparel Industry.
* 3 plus years of Allocation/Routing experience preferred.
* Knowledge of TMS (Transportation Management System) portals for major and mid-tier retail accounts.
* Knowledge in Blue Cherry/Simparel.
* Knowledge in Microsoft Office products – Excel intermate level
* Knowledge of UPS/FedEx systems and transit times.
* Strong communication skills with the ability to build relationships internally/externally and resolve issues.
* Highly detail-oriented individual.
* Ability to work independently and in a fast-paced environment.