



**Black AIDS Institute**

*Job Posting*

**Logistics Coordinator**

**Overview**

The Black AIDS Institute is looking for a competent Logistics Coordinator to oversee and facilitate the supply chain operations of our company. The ideal candidate will coordinate personnel and processes to distribute BAI marketing products effectively. The Logistics Coordinator will possess effective communication and negotiation skills. They are also well-versed in supply management principles and practices. The ideal candidate must have superior record-keeping skills and be customer-focused. The goal is to ensure smooth operations, resulting in maximum efficiency.

*Black people, LGBTQ+ people, and people living with HIV or on PrEP are highly encouraged to apply.*

**Job Location:** Charlotte, North Carolina or Southern U.S. preferred

**Reporting Relationship:** Program Director

**Supervisory Relationship:** none

**Salary Range:** \$46,258 to \$55,000 depending upon qualifications

**Agency-wide Duties and Responsibilities:**

- Supports the mission, vision, and values of the Black AIDS Institute
- Complies willingly with all organizational policies and procedures
- Supports and facilitates positive interaction with others by exhibiting:
  - Initiative and ownership of work
  - Individual maturity
  - Respect for others
  - A team-centered and asset-based approach
  - Maintenance of confidential information

- Participates in appropriate professional development programs to attain and maintain competency

### **Position Specific Duties/Responsibilities:**

- Coordinate and monitor supply chain operations
- Ensure premises, assets and communication ways are used effectively
- Utilize logistics IT to optimize procedures
- Recruit and coordinate logistics staff according to availabilities and requirements
- Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs
- Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction
- Plan and track the shipment of final products according to customer requirements
- Keep logs and records of warehouse stock, executed orders etc.
- Prepare accurate reports for upper management

### **Requirements and Skills:**

- Proven experience as logistics coordinator
- Experience in customer service will be appreciated
- Knowledge of laws, regulations and ISO requirements
- Ability to work with little supervision and track multiple processes
- Computer-savvy with a working knowledge of logistics software (ERP)
- Outstanding organizational and coordination abilities
- Excellent communication and interpersonal skills
- BSc/BA in business administration, supply chain management or relevant field

### **Other Requirements:**

- Ability to lift and/or move up to 20-pound boxes or equipment in office or at events
- Up to 50% of time will be spent in community settings outside of the office
- Some weekend, evening, and holiday hours required
- Ability to travel frequently
- Other duties as assigned
- Adequate internet access to facilitate working from home as necessary

### **Apply here:**

[https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=5793131](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=5793131). **Submit a cover letter and resume.** Incomplete submissions will not be considered. Screening will begin immediately and will continue until the position is filled. No phone calls or emails please.

### **About the Black AIDS Institute**

The Black AIDS Institute (BAI) is the only national HIV/AIDS think tank focused exclusively on Black people. The Institute's mission is to stop the AIDS epidemic in Black communities by

engaging and mobilizing Black institutions and individuals in efforts to confront HIV. The Institute interprets public and private sector HIV policies, conducts trainings, offers technical assistance, disseminates information and provides advocacy mobilization from a uniquely and unapologetically Black point of view.

Our motto describes a commitment to self-preservation: “OUR PEOPLE, OUR PROBLEM, OUR SOLUTION.”

The Black AIDS Institute is an Equal Opportunity Employer.  
For more information about the Black AIDS Institute visit [www.blackaids.org](http://www.blackaids.org).