



Oris, an independent manufacturer of Swiss Mechanical timepieces, is looking for a Logistics Coordinator for its US Headquarters in Norwalk, CT. This individual should be a self-starter who can work in a dynamic, small company environment and act as team player.

Logistics Coordinator at North America

Full Time, Permanent

Workplace: Norwalk, CT, USA

As the Logistics Coordinator, you will be responsible for performing and assisting the Logistics Director with the following tasks:

Job Responsibilities

- Picking, packing and shipping all customer orders
- Receiving product shipments from vendors and physical stocking of merchandise
- Control of all product and promotional materials inventory
- Oversee weekly cycle count of watch inventory and bi-monthly promotional materials
- Acting as point of contact with UPS, Fed Ex, customs brokers, and freight forwarders.
- Ordering packaging materials, shipping supplies and promotional materials
- Coordinate the shipment of materials for the company presence at all marketing events, trade shows and retailer store events

Job Requirements

- Self-motivated, trustworthy individual who can take initiative
- Strong organizational and communication skills
- Team player who can work well with all functional areas in the organization
- Ability to adjust on the fly due to changes in corporation, vendor relations, or industry trends.
- Able to lift at least 50lbs. and stand for long periods of time during the day.
- Experience with international shipping (including the Caribbean and Canada) and all relevant shipping systems including UPS WorldShip and Fedex
- Computer Skills Required
 - Experience with shipping systems; UPS WorldShip, FEDEX Ship Manager, USPS website, and Quick books.
 - Experience with ERP systems (Quick books Enterprise experience preferred)
 - Proficiency in MS office programs (Outlook, Excel, Word, PowerPoint)

The joy of mechanics drives us as a global company in the watch industry.

Since 1904, we have been going our own way - independent, sustainable, meaningful.

We offer

- Attractive benefits
- Entrepreneurial environment
- International perspective



- Willingness to submit to background, credit and drug screening
- Prior watch industry experience preferred

Contact

Are you excited to work in a dynamic, international environment?
We offer a competitive benefits package, PTO allowance and 401 K
Plan.

All interested candidates should send their resume to
info@oriswatchesusa.com

Oris Watches USA
info@oriswatchesusa.com