

Production Logistics Coordinators

Production Logistics Coordinators are professionals who plan, organize, and manage the flow of materials, products, and resources in manufacturing or production environments. They ensure that production schedules are met efficiently, inventory is optimized, and supply chain operations run smoothly.

Duties and Powers

- Coordinate the movement of raw materials, components, and finished products within production facilities.
- Develop and manage production schedules to ensure timely completion of manufacturing processes.
- Monitor inventory levels and coordinate replenishment to avoid shortages or overstock.
- Collaborate with suppliers, production teams, and logistics staff to optimize workflow.
- Track shipments, deliveries, and materials to ensure accuracy and efficiency.
- Prepare reports on production status, inventory levels, and logistics performance.
- Identify bottlenecks or inefficiencies in the production and supply chain processes and implement improvements.
- Ensure compliance with safety, quality, and regulatory standards in handling materials.
- Utilize logistics software and tools for planning, tracking, and reporting.
- Communicate with stakeholders to resolve issues related to production, inventory, or delivery.