



## **Freight and Logistics/Installation Coordinator**

Harmony Enterprises, an Equal Opportunity (EEO/AA) Employer, is hiring for the position of Freight and Logistics/Installation Coordinator.

**Required Skills:** Highly organized, detail oriented, familiar with MS Office software, adaptability to a variety of company CRM's, good time management skills, excellent communication skills, and have the ability to work as a team member. Candidate must also exhibit the Harmony Enterprises' core values; Committed, Passionate, Innovative, Courage to Make a Difference, and Enhancing our Shared Experience.

**Preferred Skills:** Customer service experience, understanding of basic freight and logistics.

### **Responsibilities:**

- LTL and Over the Road Truck management
- UPS Management
- Installer coordinator
- Internal Customer Coordinator
- Dock Scheduler
- Accounts Lead
- Account Satisfaction
- Customer Case Management
- Quoting and Parts Ordering
- Dispatching
- Customer Satisfaction

Interested candidates should apply online at <https://harmony1.com/about-us/employment-with-harmony/> or contact Stephanie Fisher, HR Administrator at [sfisher@harmony1.com](mailto:sfisher@harmony1.com) or call 507-886-6666, ext. 108.