



A Place Where People Matter.

Start your career journey with Univar Solutions! Here you can make an impact on the world around you and accelerate your career in areas that energize and excite you.

This role is responsible for ensuring effective sales order management, vendor procurement and follow-up, export logistics coordination, and export documentation and regulatory reporting. Our Export Logistics Coordinator serve as the single point of contact for sales and customers to provide consistent, positive customer experiences. You will be in charge of initial order entry, facilitation of order changes and order fulfillment, sourcing of material from vendors. You will be empowered to make decisions on behalf of company in alignment with Univar strategy, guiding principles and customer satisfaction.

WHAT YOU'LL DO

- Receiving and processing customer purchase orders
- Confirming operating margin meets established criteria

- Checking & verifying customer credit terms
- Verifying & confirming customer orders and delivery expectations and processing vendor purchase orders.
- Ordering products from selected vendors based on details provided in orders
- Tracking orders with vendors to ensure timely shipment and advising of any delays.
- Sending contracts (prepared by sales) to overseas vendors as applicable.
- Coordinating logistics (inland, ocean, air freight) from vendor to warehouse/direct
- Advising customer of shipping details and document courier packages.
- Working with management to resolve any shipping or documentation issues.
- Creating mutually beneficial relationships with customers through establishment of rapport coupled with responsiveness to customer needs (return messages, timely follow-through).

WHAT YOU'LL NEED

- Bachelor's degree or equivalent experience, with preference for concentration in supply chain/logistics, international trade or economics (Preferred)
- Business experience, with preference for up to 3+ years in global / international trade operations, including responsibility for import and/or export for North America locations. Experience in customer, freight forwarding, and export trading.
- Prior experience with ITAR/EAR is a plus
- Certifications in; NCBFAA Certifications (CCS, CES, MES), IATA, among others, is a plus

WHERE YOU'LL WORK

- Our location in The Woodlands (3 Waterway Square Pl#1000, The Woodlands, TX, 77380)

WHAT YOU CAN EXPECT

- Benefits start first day of hire!
- Flexible Time Off (FTO) provides unlimited vacation!
- Amazing company culture, laid-back office environments, and work from home flexibility.
- Opportunities for raises/promotions
- Career progression

Univar Solutions is a leading, global distributor of chemicals and ingredients **essential to the safety, health, and wellbeing of our daily lives** from life-saving medicines and vitamins to hand sanitizers and industrial materials used for cleaning, construction, and more. Our global team of more than **10,000 employees** support our vision to redefine distribution and be the most valued chemical and ingredient distributor on the planet!

We offer a **Total Rewards package** that includes market aligned pay and incentives as well as a diverse benefits offering to **support our employees' physical, emotional, and financial wellbeing.**

Univar Solutions supports **sustainable solutions** for the world around us so that we can do our part to **help keep our communities healthy, fed, clean, and safe!**

We are committed to a diverse workforce and a culture of inclusion. Together, we are building a culture that acknowledges the unique experiences, perspectives and expertise of individuals and provides the development and growth opportunities to empower us to redefine our industry.

Univar Solutions is an equal opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against based on their race, gender, sexual orientation, gender identity, religion, national origin, age, disability, veteran status, or other protected classification.