



N A T I V

Role: Logistics Coordinator

Location: 台北市內湖區民權東路六段123巷24號6樓之3

Salary: NTD60,000 per month (13 Months salary per year)

Report To: QA Manager

Hours: Full Time

Company Background: Nativ is a project-oriented company based in Taipei which participate in the design and manufacturing of technology-oriented products from different industries such as consumer electronics, robotics, medical devices, automotive and others. It is mainly focused on Taiwan value-added manufacturing service and therefore engaged with more than 100 local suppliers.

Position Background: We are looking for an experienced logistics coordinator to manage all aspects of logistics throughout our supply chain. The logistics coordinator will be responsible for organizing and providing efficient transportation and storage solutions for the entire lifecycle of our products, from the acquisition of raw materials to final product distribution.

Tasks and activities:

- Organize and manage inventory, storage, and transportation
- Analyzing and optimizing logistical procedures
- Ensuring the safe and timely pick-up and delivery of shipments
- Monitoring shipments, costs, timelines, and productivity
- Addressing and resolving shipment and inventory issues
- Closely collaborate and coordinate with Sales
- Monitor logistics (cost and timeline) to make sure they run smoothly.
- Maintain supply chain inventory and records.
- Resolve issues that come up (e.g., delays in delivery, accidents)
- Suggest solutions for process improvements.
- Identify process bottleneck and implement solutions in a timely manner.
- Work with finance, sales, and manufacturing team.
- Build and maintain good relationships with vendors.
- Communicate and negotiate with suppliers and vendors to land more profitable deals.
- Help to process and coordinate the delivery of orders.

Required Skills

- Previous experience as a in logistics field. At least 3 years of related experience
- BA degree from a leading University
- Strong communication skills both written and oral in English and Chinese
- Excellent organizational and project management skills
- Strong sense of urgency
- Detailed oriented
- Motivation driven and creative problem-solving
- Ability to work in multi-cultural environment with a range of individuals and organisations.