

**Notice of Position Opening
External/Internal
Full Time**

Title: Firestone Logistics Coordinator
Posting Number: S-058
Posting Date: October 27, 2025
Reporting to: Procurement & Logistics Manager
Grade Level S1

Application will be accepted up to November 10, 2025

Firestone Liberia is seeking a dynamic and experienced Logistics Coordinator who will ensure collection of accurate information on suppliers to obtain confirmation orders, packing list, including shipment and delivery status. The ideal candidate will also be responsible to work closely with teammates to identify or obtain correct schedule B code for all items purchased as required.

Responsibilities:

- Obtain accurate information from suppliers relating to:
 - Order confirmation
 - Packing list
 - Shipment / delivery status
- Work closely with Logistics Officer to provide the needed import documentation, commercial invoices, packing lists & shipping instructions for submission to freight forwarder timely for CTN & AES filing
- Work with suppliers to ensure all import documentation for direct shipments meets customs regulation
- Work closely with Logistics Officer to identify or obtain correct schedule B code for all items purchased from the U.S
- Work closely with Logistics Officer to send SLI/CI to Expeditors (forwarder) after LSCM compliance approval
- Work with Port Operations Manager, Transport, Accounting and Central Receiving to facilitate on time-on schedule clearing of goods through customs or any other customs related issue
- Work closely with Logistics Officer to ensure that all exports via air are arranged timely and do the tracking till destination
- Arrange and process all air freight from U.S through DHL portal using FSNR account
- Work closely with Logistics Officer in identify all chemical related cargoes and submit to FSLB Governmental Affairs Manager to obtain EPA import approval license prior to ship
- Work closely with Logistics Officer in updating database of Foreign Purchases and all related information critical to the timely importation of goods to Liberia
- Work closely with purchasing team on all issues related to the Purchase Order and provide updates and accurate information for updating the Procurement Tracking Log
- Provide status of delivery of foreign purchased goods to end user departments
- Initiate GR process in SAP for items delivered at consolidator warehouse or shipped direct
- Work closely with Logistics Officer in preparing the monthly Logistics reports
- Any other work as may be assigned

Minimum Requirements:

Bachelor's degree in business administration/finance or related fields, with 2 years' experience in Logistics & Supply Chain operations.

1/24/25



Minimum Experience:

Bachelor's degree in business administration/finance/management, Certificate/Diploma in Logistics & Supply Chain Management will be an added advantage; Knowledge of Cargo Shipment Processes and Terms is desirable.

Technical Know-How – Exhibiting good interpersonal and communication skills to deal with all stakeholders for accurate follow-up, coordination and update, Good Analytical Skills, Good Knowledge in Logistics and Supply chain, Proficiency in Microsoft office software

Additional Qualities Require – Honesty, Team Player, Ability to work under pressure, Reliable/trustworthy, Result-oriented, and Problem-solving skills, Respect of deadlines, Anticipation & Proactive Communication.

Send resume (max. 3 pages) to: FSLBHR@bfusa.com

Human Resources Department

Firestone Liberia LLC.

Please reference this posting number on all documents: S-058