



First Solar Job Description

Job Title: Senior Coordinator - Logistics DNM

Reports To: Team Lead – Logistics DNM

Job Status: Exempt (Salaried)

Basic Job Functions:

Supervise the import and export functions, facilitate the movement of inbound and outbound material and ensure the best methods to deliver product expeditiously, economically and in compliance to Import/Export rules and regulations.

Experience:

- At least 5 years of experience in managing logistics services and international logistics.
- Demonstrated experience in logistics supplier management and relationships.

Education:

- Four (4) year Bachelor degree in Supply Chain/Logistics/Transportation or Business related field.
- Diploma in Supply Chain/Logistics/Transportation or Business related field, preferred.

Required Skills/Competencies:

- Knowledge of logistics terms, conditions, providers, including international situations
- Familiar with LMW, logistics, common freight and other related shipping activities & procedures
- Proven developmental and training skills.
- Ability to analyze and solve problems effectively.
- Excellent communication skills (verbal and written).
- Good communication skills and fluency in English and Vietnamese is required (verbal and written).
- Good understanding and proficiently use of computer applications (SAP, Word, Excel etc.).

Essential Responsibilities:

- Responsible for executing the Standard Work Procedures for Logistics function.
- Assists in training for new associate.
- Assists in ongoing audits of process.
- Coordinate proactively with S&R and 3PL to monitor/control finished goods freight truck shuttle from plant to external warehouse.
- Manage all miscellaneous shipments with target schedule with best cost following FS policy by coordinating proactively with other departments (Engineering, Production, QC, Trade Compliance...) to.
- Responsible for executing with 3PL and troubleshoot, problem solving.



- Ensure SAP input on a timely manner and accurately according to all logistics operations.
- Manage glass delivery based on Kanban system by coordinating proactively with 3PL and S&R to.
- Manage domestic/ international freight transit and maintain daily shipment schedules.
- Ensure adherence to domestic and international regulations governing import/export activities.
- Determine and maintain product classifications for import/export.
- Provide solutions for the best logistics options for different product categories.
- Prepare and process required documentation; examples: freight and duty invoices, export documentation, certificates of origin. Legalization of documentation.
- Maintain records of all import/export documents.
- Manage pick-up and delivery of shipments through daily communication with carriers, freight forwarders, and customers.
- Ensure that safety procedures are followed, workplace health and safety requirement are met
- Monitor and enhance department performance by maintaining metrics.
- Assure internal compliance with logistics supply base and strategy by all internal First Solar logistics users.
- Ensure PO & Budget Management requirements are met by auditing & approving invoices and PO's within budget

Physical Requirements:

Will sit or stand for long periods of time throughout the day.

Will walk and climb stairs.

Will reach over shoulder heights and below waist.

Required to use hands to lift, handle, carry or feel.

May be required to kneel, bend, talk and hear.

Specific vision abilities are required

Office Physical Requirements:

All positions in our office require interaction with people and technology while either standing or sitting. In order to best service our customers, internal and external, all associates must be able to communicate face-to-face and on the phone with or without reasonable accommodation. First Solar is committed to compliance with its obligations under all applicable jurisdictional laws prohibiting employment discrimination. In keeping with this commitment, it attempts to reasonably accommodate applicants and employees in accordance with the requirements of applicable disability discrimination laws. It also invites individuals with disabilities to participate in a good faith, interactive process to identify reasonable accommodations that can be made without imposing an undue hardship.

Potential candidates will meet the education and experience requirements provided on the above job description and excel in completing the listed responsibilities for this role. All candidates receiving an offer of employment must successfully complete a background check and any other tests that may be required.



Equal Opportunity Employer Statement: First Solar is an Equal Opportunity Employer that values and respects the importance of a diverse and inclusive workforce. It is the policy of the company to recruit, hire, train and promote persons in all job titles without regard to race, color, religion, sex, age, national origin, veteran status, disability, sexual orientation, or gender identity. We recognize that diversity and inclusion is a driving force in the success of our company.