INTERNATIONAL RAW MATERIALS LTD

Customer Service Associate
Philadelphia, PA

International Raw Materials Ltd (IRM) markets and distributes crop nutrients and industrial commodities through our extensive distribution system. We are committed to connecting agricultural and industrial customers to critical inputs through innovative, safe, and sustainable logistics solutions.

This position supports numerous aspects of the full life cycle procurement and distribution of global agricultural and industrial chemicals; as well as reporting and other project coordination needs.

Duties and Responsibilities

- Coordinate and execute the supply of all goods, materials or services required by the respective supply contract
- Ensure that all economies are exercised while achieving schedules to meet delivery requirements
- Maintain appropriate customer relations while executing, planning, and administering the loading and unloading of all modes of transportation
- Enter daily shipping information, preparing correspondence with external parties on execution of sales transactions and shipments
- Perform detailed inventory reconciliations and related product analyses across multiple warehouse/terminal locations
- Assist with the management of various logistics strategies for the respective business unit(s), including road, rail, and coastal shipping transportation, to develop least cost supply chain strategies, short and long-term
- Review and reconcile freight expenditures
- Willingness to travel when needed

Candidate Profile

- A bachelor's degree in a business-related field and/or at least 3-year experience in this field
- Strong attention to detail with excellent organizational skills
- Team player with ability to communicate effectively within different levels of the organization
- Reliable, flexible, adaptable, individual who is capable of multi-tasking and willing to learn

- Willingness to meet deadlines and desire to work in a fast paced, challenging environment
- Exposure to international business operations helpful
- SAP and railcar tracking software experience are a plus
- Proficiency in Microsoft Office Suite

**** If you are interested in applying to this role, please send your resume to resume@irm.com**