



# Logistics Coordinator

Part-Time • On-Site • Seasonal

Hayward, WI

## POSITION SUMMARY

The Logistics Coordinator serves as the central communication hub for the dealership—managing front desk operations, answering phones, scheduling deliveries, and coordinating with service technicians. This role ensures smooth daily operations by handling reservations, customer inquiries, and internal scheduling with accuracy and professionalism.

## KEY RESPONSIBILITIES

### Front Desk & Customer Communication

- Answer incoming calls and greet customers at the front desk
- Provide clear, friendly information about rentals, services, and dealership offerings
- Respond to customer questions, concerns, and scheduling needs

### Reservations & Rental Coordination

- Manage pontoon and golf cart rental reservations
- Maintain accurate booking calendars and ensure timely customer confirmations
- Coordinate with rental staff to prepare units for pickup or delivery
- Track availability and communicate changes to customers and team members

### Delivery & Service Scheduling

- Coordinate delivery routes and schedules with delivery drivers
- Assign service calls and tasks to technicians based on customer needs
- Prioritize incoming service requests and communicate timelines
- Support seasonal operational changes and equipment preparation

### Operations Support

- Maintain accurate logs for deliveries, reservations, and service requests
- Assist with basic administrative tasks, filing, recordkeeping, and organization of front desk
- Communicate cross-departmentally to ensure smooth daily operations

### Team Collaboration

- Work closely with sales, service, and management teams to support dealership operations
- Serve as a key point of communication between departments
- Contribute to a positive, team-oriented workplace culture
- Perform miscellaneous tasks related to prep work and organization during slower/winter months

## QUALIFICATIONS

- Experience in customer service, scheduling, logistics, or dealership operations
- Strong communication and multitasking skills
- Ability to stay organized in a fast-paced, seasonal environment
- Comfortable using scheduling software, phones, and office tools
- Professional, friendly demeanor with strong attention to detail
- Valid driver's license; experience with equipment handling a plus

## WORK ENVIRONMENT

- Front desk office + outdoor lot interaction
- Frequent communication with customers, drivers, and technicians
- Weekend/seasonal hours during peak periods

## COMPENSATION & BENEFITS

- Competitive wage
- Employee discounts on sales and rentals
- Professional development opportunities

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