



Atlas Coffee Importers is a full-service trading company founded in 1998, with the intention of connecting growers and roasters in a common language of quality and mutual benefit. Our mission is to provide personalized coffee trading services to benefit the global coffee community. This means our focus and energy are directed toward quality—of coffee, of business, of relationships, of environment. We want what is good for Atlas to be equally good for our vendors, our clients, and the people who work here.

Since 2018, we have been part of the **Neumann Kaffee Gruppe (NKG)**, connecting us to a globally active green coffee service group, with more than 3,200 employees in over 26 countries working with dedication for and with green coffee. Green coffee, and the services needed to bring it to market, are our focus along the entire coffee supply chain. Our fields of work are just as diverse as our employees, and we are proud to live this diversity.

This is a full-time, role, based in our Edmonds, WA office, with the potential to work from home up to two days per week.

Roles & Responsibilities:

- To accurately and efficiently manage the transfer of inventory to our customers.
- Deliver exceptional customer service to both internal and external stakeholders.
- Manage order processing tasks, including the creation and submission of order documents and handling customer payments, while providing necessary documentation.
- Coordinate domestic transportation on behalf of clients or to re-position inventory
- Managing other inventory-related activities such as blending and reconditioning
- Monitor loads in transit, proactively identifying and resolving issues, and communicating with clients.
- Assist in the onboarding process for new customers by setting up their logistics profiles.
- Act as a liaison with freight & warehouse service providers
- Review and approve the invoices related to freight, warehouse handling and storage.
- Process and track freight claims efficiently.
- Conduct inventory reconciliation and resolve any discrepancies.
- Maintain accurate shared electronic files for outbound processes and communications.



Qualifications & Training:

- 2-4 years of experience in logistics, customer service, or a related field.

Knowledge / Skills :

- Previous experience with ERP systems
- Previous domestic LTL and FTL logistics experience
- Experience and proficiency with MS Office programs (especially Outlook and Excel)
- Organizational skills and attention to detail
- Ability to work well independently and as a collaborative team, asking for help when needed
- Ability to proactively identify issues and critical thinking to determine solutions
- Excellent written and verbal communication skills
- Ability to maintain high levels of customer service.
- Understanding of logistics principles, supply chain processes, and inventory management.
- Proficiency in analyzing data related to inventory and logistics for informed decision-making.
- Preferred, but not required: previous coffee industry experience

Salary Range : \$24/hr to \$26/hr

Benefits : 401K, Health Insurance, Commuters Benefits, PTO

To apply: resume and cover letter to employment.atlas@nkg.coffee