Logistics Administrator Application

1. Position & Availability

Position Applied For: _____

Date of Application (MM/DD/YYYY): ____/____/_____

Available Start Date (MM/DD/YYYY): ____/____/_____

Desired Employment Type (Full-Time/Part-Time/Temporary/Contract): _____

Desired Salary/Hourly Rate: $_____

2. Personal Information

Full Name: _____

Street Address: _____

City, State, ZIP: _____

Phone Number: (___) ___-_____

Email Address: _____

Authorized to work in the U.S.? (Yes/No): _____

Require visa sponsorship? (Yes/No): _____

3. Education & Training

Highest Level of Education:

 Institution: _____

 Location: _____

 Degree/Diploma: _____

 Major/Concentration: _____

 Graduation Date (MM/DD/YYYY): ____/____/_____

Relevant Certifications (e.g., APICS CPIM, Six Sigma Green Belt):

 Certification: _____ | Issuing Body: _____ | Date: ____/____/_____

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4. Employment History (List most recent first)

Dates Employed: ____/____ - ____/____ | Employer & Location: _____

Job Title: _____

Key Responsibilities:

 - _____

 - _____

Dates Employed: _____/_____ - _____/_____ | Employer & Location: _____

Job Title: _____

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- _____

- _____

Dates Employed: _____/_____ - _____/_____ | Employer & Location: _____

Job Title: _____

Key Responsibilities:

- _____

- _____

5. Skills & Competencies

- Software/Systems: TMS (_____)/WMS (_____)/ERP (_____)/MS Excel (_____)/Google Sheets

- Logistics Expertise: Freight forwarding/Carrier negotiation/Route optimization

- Communication: Written reports/Vendor relations/Cross-functional coordination

6. Job-Specific Questions

1. Describe a time you improved a shipping or distribution process:

_____

_____

2. How do you prioritize competing shipment requests on a tight deadline?

_____

_____

3. What KPIs do you track and how have you used them to drive improvements?

_____

_____

7. References

Name: _____ | Relationship: _____ | Company: _____ | Phone/Er

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8. Applicant's Certification & Signature

I certify that the information provided is true and complete. Falsification may result in non-selection or termination.

Signature: _____ Date (MM/DD/YYYY): ____/____/_____