



# Logistics Coordinator

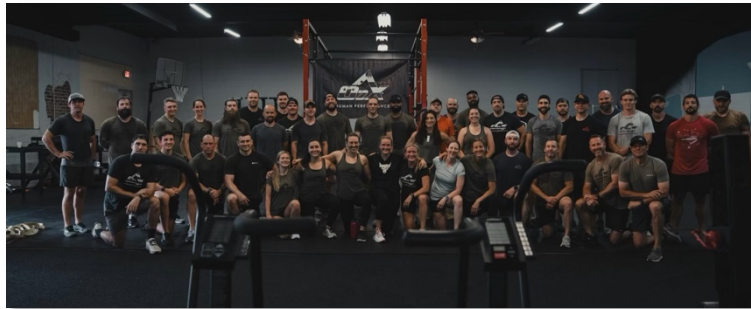
Full-Time in Scituate, MA

*Looking to make an impact in the lives of tactical athletes? Apply here to serve as part of a dedicated team that supports the men and women who keep our communities and nation safe.*

## O2X Mission & Overview

At O2X, we improve the lives of tactical athletes through world class human performance programs. We work with a wide range of clients, including more than 100 federal, military, and municipal organizations to elevate culture, support healthy lifestyles, and reduce healthcare costs associated with injuries and illnesses. Fueled by our shared desire to help others, our team strives to make our clients (and ourselves) 1% better every day.

The O2X Logistics Coordinator will have a sharp attention to detail and ability to develop and manage checklists, multiple projects simultaneously, and execute attention driven time management skills. The Logistics Coordinator will manage and execute venue coordination, logistical support and coordination, calendar and event management, and packaging and shipping logistical requirements in support of human performance events nationwide.



## Key Responsibilities

- Assist in the management of the Operations department, budget, and personnel
- Assist in the coordination of venues and facilities for human performance training events
- Coordinate, organize, package, and ship logistical requirements for human performance events nationwide
- Inventory all logistical requirements for human performance events nationwide
- Assist in the management of inventory and logistical requirements for regional O2X offices
- Clean and organize storage spaces across designated territories
- Assist in the growth and capability to execute services throughout designated territories
- Assist in the management inventory of all training materials and equipment associated with training events
- Organize, streamline functions, improve efficiency, and reduce costs related to execution and content delivery
- Strategize and execute on effective and efficient operations processes - across all departments
- Assist in the management of event scheduling, materials and communications with internal department and across departments
- Identify, propose, and implement new technologies and tools to enhance operations development as well as product and services
- Organize and streamline internal administrative functions related to operations and interaction with other departments and clients

## Requirements

- Bachelor's Degree and/or military service
- 2+ years of operations experience
- Experience managing operations and project management skills
- Demonstrated successful organization and problem-solving skills
- Proven verbal and written communication skills
- Sharp attention to detail and process management skills
- Ability to manage multiple projects simultaneously
- Proven time management skills
- Proficiency in Google suite, Microsoft suite, and Monday.com
- Interpersonal and relationship management skills with high attention to customer service
- Solid understanding of the benefits of maximizing human performance

## Desired traits

- Inclusive, helpful, and team-oriented mindset
- Sharp attention to detail, development of systems, and time management
- Self-motivated, high energy, aspiration to succeed
- Superior organization and multitasking skills
- Ability to work under pressure in a fast-paced environment
- Is proactive and persistent with the ability to take action when necessary
- Creative and innovative, with a desire to enhance the customer experience
- Excellent communicator with the ability to develop lasting internal and external relationships
- Proficient in basic computer skills required for the role (PowerPoint, Word, Excel)

## Compensation and Benefits

- Competitive base salary commensurate with experience
- 401k with company contribution and profit sharing
- Health benefits and continual education allowance