



Domestic Logistics Coordinator- Second Shift

11am to 8pm

Job Description

- Responsible for keeping the company's activities within the guidelines, regulations and ethical expectations of transportation and logistics services
 - Coordinating transportation providers to ensure proper movements of shipments.
 - Responding to Customer inquiries (quoting domestic shipments, tracking, and tracing updates.
 - Preparing BOL's and invoices in of our TMS systems for movement of freight
 - Managing inventory levels and shipping schedules.
 - Duties include monitoring business operations and reporting infractions, reviewing company policies for possible risks and liabilities
 - Good grasp of industry processes and existing business regulations
 - Ability to solve problems when they arise
 - Excellent interpersonal skills
 - Minimum 2 years working in customer service and documentation related to freight forwarder
-
- Ability to multi -task and prioritize work in a time sensitive environment.
 - Excellent organization skills and ability to work in a team environment.
 - Adhere to all company regulations.
 - Accomplish other duties as assigned.

Essential Job Functions:

- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Making Decisions and Solving Problems - Analyzing information and evaluating results to choose the best solution and solve problems.
- Daily reviewing of reports, updating our TMS system, develop and maintain excellent customer service to all business accounts
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time



- Good collaboration and teamwork abilities
- Ability to work in a fast-paced environment

Other Skills and Abilities:

- Fundamental Knowledge of Operations/Systems/Processes
- Ability to lift 25 lbs.
- Microsoft office proficient
- CSA/World-Trak proficient
- Excellent organization and communication skills
- Advanced Excel proficiency
- Ability to manipulate data
- Thorough understanding of computers and systems

Education and Experience:

- Bachelor's degree
- 2 plus years of operational experience in Logistics

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform the job- related duties as may be reasonably assigned by his/her supervisor.