SUPPLY CHAIN / TRANSPORTATION & LOGISTICS COORDINATOR

Overview:
The logistics coordinator supports the Logistics Account Executive by coordinating the daily load activities by talking with carriers, customers, suppliers and vendors ensuring that goods are picked up and delivered on time.

Duties and Responsibilities:
• Acts a liaison between the manufacturer/supplier, trucking carrier and receiver
• Perform market analysis of vendor competitiveness, support analysis for contract negotiation and review, track vendor performance (on-time arrival, downtime, customer service, safety, etc.),
• Execute modal analysis (rail vs. marine vs. truck), analyze cost, risk, and service, analyze transportation asset utilization, optimize distribution networks,
• Communications with the carrier during transport, from pick-up to delivery,
• Builds and maintains relationships with carriers,
• Maintains the spreadsheet of the Logistics Account Executive’s carrier information,
• Accurately enters and maintains up-to-date information on a continuous basis in the Dispatch Program,
• Works quickly to resolve problems that may develop on a load,
• Provides on-the-job training and direction for Logistics Account Executive Trainees,
• Negotiates rates with carriers within the parameters provided by the Logistics Account Executive

Qualifications:
• Strong work ethic, energetic, fast learner
• Self-directed with good problem solving skills
• Outstanding organizational skills, excellent time management skills, and ability to manage many activities at a time
• Ability to work in a fast paced environment with rapidly changing priorities
• Ability to work in teams in a diverse work environment
• Ability to work with minimal direction
• Ability to effectively train others
• Strong verbal communication skills – face to face, over the phone, and through email
• Able to simultaneously handle multiple phone lines
• Must be available to occasionally take calls during the evening and weekends, and work half days 1 Saturday per month.

NOTES and QUESTIONS to ask: