



Logistics Coordinator

Full-time

Job Description

The Logistics Coordinator is responsible for the development of profitable new business and for building strong relationships with existing customers that allow for the retention and growth of their business. Logistics Coordinators are typically the first contact with new and potential customers. They must always represent the company in a professional manner using a consultative approach to winning their business.

RESPONSIBILITIES:

- Provide quotes and handle booking requests for all transnational customers
- Utilize a consultative sales approach to identify, solicit, and secure new business from existing and new customers
- Manage all customer account and contact information, sales call notes, and rate quote documents, as well as any other customer interaction
- Participate in the evaluation of and respond to all formal bid packages, online bid packages, and carrier profiles from assigned customers
- Ensure customers are informed of all the necessary documentation requirements for customs clearance, hazardous materials, or to meet any other regulatory or customer requirements
- Ability to work directly with Brokerage Operations, securing capacity as needed
- Ability to utilize a Logistics Operations System
- Other duties as assigned

Requirements

MINIMUM QUALIFICATIONS: Must communicate professionally, clearly, and effectively while demonstrating strong customer service skills. Will have demonstrated the ability to multi-task, work in a team-oriented environment, make good decisions, and problem-solve.

PREFERRED QUALIFICATIONS: A minimum of one year's experience within the transportation/brokerage industry experience in a sales or business development role. Demonstrated experience identifying and growing new business in dry van and flatbed segments.