

## **Position: Transportation Coordinator**

Oversee the daily scheduling and planning for shipping. To ensure that all products are delivered to the customer in a timely fashion. This position will also be accountable that all transactions related to shipping are completed in an accurate timely manner.

### **Key Responsibilities:**

- Process all system transactions related to shipping in a timely and accurate manner
- Receive and process transportation requests for customers.
- Schedule priorities of the shipping team to ensure that customer needs are being met
- Schedule transportation needs for both in-bound and outbound shipments by working with our Sales and Manufacturing teams.
- Track shipments from pick-up to delivery so that accurate, up-to-date information can be provided for any given shipment
- Build relationships with carriers and customers to become a key aspect of their operation.
- Address and resolve any issues with delayed or damaged shipments
- Work closely with the sales team and your supervisor to help resolve any problems or complaints to ensure customer satisfaction.
- Other duties as assigned

### **Preferred Qualifications:**

- High School GED/Diploma
- At least one year of experience in a shipping role

### **Skills, Knowledge, and Attitude for the Job:**

- Strong interpersonal and motivational capabilities
- Critical thinking: using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Team Player
- Knowledge of ERP Systems, NetSuite preferred
- Strong user of Microsoft Office
- Ability to multitask
- Can work under high pressure and stressful situations
- Must take pride in their work
- Strives for high quality standards; Goal oriented
- Must have good attendance
- Working in a fast-paced environment