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# Example of Freight Coordinator Job Description

Our company is growing rapidly and is looking to fill the role of freight coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for freight coordinator

* Daily wave planning for outbound order fulfillment
* Print sales orders and potentially terminations
* Research and Reconcile Receipt Issues
* Count Inventory for Cycle Counting as needed
* Attend and assist in meetings with management to help resolve issues
* Develop written procedures for various positions
* Ensure that the back-up resources are trained
* Continuous training in inbound and outbound WMS processes
* Build and maintain good working relationships with internal and external customers
* Run, research, and signed End of the Quarter Report

## Qualifications for freight coordinator

* Submit trip envelopes for fuel tax reporting
* Understanding of the complexity and changing dynamic of dispatching loads
* Post-Secondary Education in transportation related courses with a minimum of 5 years’ experience in a transportation logistics industry
* Strong working knowledge of Microsoft Office (Word, Excel, Outlook), Internet
* Must be bilingual in both English and French
* Bachelor degree in Business Administration, Supply Chain, Logistics or related field preferred