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# Example of Freight Coordinator Job Description

Our company is hiring for a 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

* Meet customer expectations by suggesting process improvement and proactive measures
* Develop and maintain an excellent working relationship with internal departments and/or vendors
* Create, update and execute SOP’s for new and existing clients
* Understand and input applicable financial components of shipments for proper billing of customers
* Meet required deadlines associated with department and customer KIP & SOP
* Collaborate with support staff, overseas offices and other third parties to ensure efficiency, continued exemplary customer service, and relationship development
* Identify and forward upselling opportunities to manager
* Efficiently identify the most cost-effective solution based on each clients’ shipment specific needs
* Establish and maintain personal relationships with current vendors and overseas agents
* Maintain profitability of accounts and identify opportunities for increasing revenue and profit margins by negotiating pricing with vendors and quoting clients

## Qualifications for freight coordinator

* Knowledge of Oracle transportation management software applications preferred
* Excellent Knowledge of Freight Forwarding and regulatory requirements with at least 1 year in industry
* Minimum of one year International Forwarding Experience
* Minimum of one year Forwarding Experience
* At least one year of work experience in an office setting
* High school diploma with 1 or more years on the job experience in related field