



Example of Transport Coordinator Job Description

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Our growing company is hiring for a transport coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for transport coordinator

- Enters data for all activities performed within the communication center
- Will help hospital staff with L.O.S
- Review/track load plans and procedures with operations to maximize freight efficiency
- Coordinate operational plans in concert with other corporate departments to ensure excellent transportation service is provided to the business
- Work with the Distribution Center, Supply Chain and Customers on resolving issues
- Scheduling and dispatching of freight
- Build and maintain good working relationships with carriers and in the transport vendor/service community
- Coordinate BC Inbound freight (Short-haul and Local)
- Communicate with the various procurement groups when additional service is required
- Ensure that daily and weekly reports are completed, accurate and sent on time

Qualifications for transport coordinator

- Minimum of 3 years of recent progressive clinical experience to include at least one year experience in a critical care or emergency department environment

- Phone experience required, must be able to answer and complete multiple phone lines
- Basic Microsoft Office, Word, Excel, PowerPoint and Outlook experience
- This position requires a minimum of one year of dispatch experience in a common carrier or private carrier environment involving LTL freight