



Example of Transportation Coordinator Job Description

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Our company is hiring for a transportation 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 transportation coordinator

- Audits driver paperwork to ensure accuracy
- Proficient in using computers
- Execute and log store courtesy calls
- Performs driver check-ins
- Schedules backhaul appointments
- Select and contact carrier to arrange specific load pick-up at NPPC distribution center
- Must have working knowledge and experience with logistic methodologies
- Responsible for delivery related communications at the carrier, Multi-Unit Manager and store level
- Accepts and handles and/or routes telephone calls and email communication for the department as required
- Enters pertinent records and information into the computer including developing and maintaining spreadsheets

Qualifications for transportation coordinator

- Must be available for after-hours, weekend and holiday calls
- Efficient user of Microsoft Office
- Negotiating skills, effective verbal and written communication, organizational planning and good interpersonal skills essential

- Coordinates and processes sales orders specific to our Aviation customers
- Performs logistics and operational and cost analysis