



# Example of Transportation Coordinator Job Description

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Our growing company is looking for a transportation coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for transportation coordinator

- Recruit volunteer drivers
- At initial vehicle delivery, participate in visual inspection of vehicle and note condition on the Van Activity Sheet
- Sign Statement of Understanding (SOU) and take receipt of vehicle, accessories, keys, and Voyager card at the Vehicle Distribution Center (VDC)
- Complete accessible equipment orientation
- Complete the Community Van Driver orientation
- Partner with King County Metro Rideshare Operations to build driver refresher orientation curriculum
- Responsible for maintenance and up-keep of the Community Van
- When asked, wash and clean the van, fill the gas tank, and complete daily inspections of the van
- Assist in the event the Community Van breaks down
- Responsible for safe keeping of van keys and Voyager card

## Qualifications for transportation coordinator

- Supports the management team with their initiatives and special projects
- Experience in transportation and logistics preferred
- Creation of shipping documents (Packing slips, Bill of lading, Material Certification) to go along with the material via Local fleet, LTL or Collect Shipments
- Understands unique territory geography in order to determine most efficient

- Maintain control of emergency shipments and special delivery requests which may require real-time decisions
- Maintain relationships with common carriers and TQ Onsite drivers and management (local fleet)