



Example of Transportation Coordinator Job Description

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Our innovative and growing company is looking to fill the role of transportation coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for transportation coordinator

- Research and authorize carrier request for additional accessorial charges beyond the scope of their contracted pricing
- Communicate effectively with other Ken's Foods departments
- Learn to work with P.C
- Coordinate with crew to procure groceries and provide delivery services to each vessel
- Pick- up parts, equipment, as directed by Port Captain and/ or Port Engineer
- Provide support to W&D in regards to special projects including freight migration, end of quarter (EOQ) and end of year (EOY)
- Monitor carrier on time statistics and report on percentages monthly
- Monitor and manage Transloader activity, scheduling of loads inbound and outbound
- Investigate and process wholesale and vendor cargo claims
- Monitor carrier OS&D (Over/Short/Damage) program and insure reporting compliance is within established dept

Qualifications for transportation coordinator

- Prepares all necessary transportation documents required to process inventory moves and sales orders
- Ensures 3PL providers are executing all transportation moves in accordance with established SLA and standards

- Collect logistics data to analyze, correlate, index, and forecast logistics needs in formal reports
- Ensure delivery to customers on time and intact by working with vendors, suppliers, and carriers