

International Logistics Coordinator

Experience required for a position within a global transportation company.

- Local candidates only. Londonderry, NH office.
- Bachelors degree preferred, but not required.
- Must be able to multitask and work in a fast paced environment.

Duties include, but are not limited to the following; Responsible for dispatching import and export container drays. Also includes direct coordination with vendors, sales staff, external dispatchers, drivers, shippers & consignees.

- Organizes pickups/deliveries and tracks shipments.
- Communicate with customers and vendors to resolve issues.
- Daily tracking of deliveries and report issues.
- Maintains and updates electronic records.
- Provide rate quotes to customers & sales staff.
- Prepare and update a variety of tracking spreadsheets.
- Process Proof of Deliveries (POD's)
- Answer incoming phone calls.
- Assist with collection calls as needed.

Miscellaneous office tasks (i.e. perform clerical duties such as filing and operating office machines, & other computer activities). Other duties may be assigned.

The ability to work independently as well as in a team setting. Proficiency with MS office products is required.

Established in 1992 Demanko HLC Logistics, Inc. is a dynamic global logistics company that offers a positive work environment, competitive salary and a great benefits package. Tremendous personal career growth potential.