

Demanko HLC Logistics, Inc. - Logistics Coordinator

Dispatch & Customer Service position within a national transportation company.

- Local candidates only.
- Bachelor's degree preferred, but not required.
- Willing to train the right candidate.
- Must be able to multitask and work in a fast-paced environment.

Duties include but are not limited to the following: Responsible for processing customer orders & requests, includes coordination with vendors, sales staff, Demanko management, 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.

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

Some background experience in purchasing, inventory control, transportation and warehousing functions is preferred but not required. The ability to work independently as well as in a team setting. Proficiency with MS office products is required.