

## **Demanko HLC Logistics, Inc. - Logistics Coordinator**

Domestic Dispatch & Customer Service position within a national transportation company.

- Local candidates only. Combination of in office and remote.
- 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 truck brokerage and logistics is preferred. The ability to work independently as well as in a team setting. Proficiency with MS office products is required.