

Demanko HLC Logistics, Inc. – Project Cargo Coordinator

Project Cargo Coordinator position within a global transportation company.

- Local candidates only. Hybrid position in-office and remote.
- Bachelor's 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 processing customer orders & requests, includes coordination with vendors, sales staff, Demanko management, external dispatchers, drivers, shippers & consignees.

- Arrange pickups/deliveries and track shipments.
- Communicate with customers and vendors.
- Daily tracking of deliveries.
- Maintains and updates electronic records.
- Provide rate quotes to customers & sales staff.
- Process Proof of Deliveries (POD's) & invoices.
- Answer incoming phone calls.

Some background experience in over-sized cargo 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.

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.

Please email cover letter to careers@demanko.com for consideration.