Job Title: Logistics Coordinator

Job Summary:

We are seeking a highly organized and detail-oriented individual to join our logistics team as a Logistics Coordinator. The successful candidate will be responsible for coordinating and monitoring the transportation of goods from origin to destination, ensuring timely and cost-effective delivery. The ideal candidate should possess excellent communication and problem-solving skills, have a strong understanding of transportation regulations, and be able to work effectively in a fast-paced environment.

Key Responsibilities:

* Coordinate with carriers and freight forwarders to arrange transportation of goods.
* Ensure timely delivery of goods to customers while minimizing transportation costs.
* Track and monitor shipments to ensure on-time delivery and take corrective actions if necessary.
* Communicate with customers and suppliers to provide updates on shipment status and resolve any issues that may arise.
* Maintain accurate records of shipments, including invoices, bills of lading, and customs documentation.
* Ensure compliance with transportation regulations and company policies.
* Identify opportunities to improve transportation processes and make recommendations for changes.
* Work collaboratively with cross-functional teams, including sales, customer service, and warehouse personnel.

Qualifications:

* Bachelor's degree in logistics, supply chain management, or a related field.
* 2+ years of experience in logistics or supply chain management.
* Strong knowledge of transportation regulations and procedures.
* Excellent communication and problem-solving skills.
* Ability to work effectively in a fast-paced environment.
* Proficient in Microsoft Office Suite and logistics software.
* Attention to detail and strong organizational skills.

If you're interested in this position and feel that you meet the qualifications, please submit your resume and cover letter for consideration.