 **Logistics Coordinator Position**

# THE ORGANIZATION

 GroundLinx provides exceptional end-to-end freight solutions across North America with touchpoints at every port, airport, and inland location. GroundLinx offers state-of-the-art exclusive technology that provides their clients with a complete track and trace view of their cargo status at all times! GroundLinx offers multiple services including, FTL, LTL, Drayage, Specialized, Flatbed, Transloading, Port Services and more!

 **THE POSITION**

GroundLinx is looking for an energetic, dedicated, customer-service-oriented **Logistics Coordinator** to join our growing team. This is a permanent remote work opportunity, no travel required.

* Communicate with shippers/consignee's and clients to confirm order details, pickup times, and delivery times
* Source carriers through TMS and Load boards
* Negotiate rates with carriers in order to maximize profitability
* Select and dispatch carriers to customer loads
* Create Bills of Lading and any other required documentation
* Confirm pickups
* Continually track the shipments to ensure all appointments are met within designated timelines
* Ensure all information is updated in TMS prior to billing
* Work effectively with team members
* Communicate frequently with clients to advise them of the delivery status of the shipment
* Ensure systems are followed correctly and company policies are enforced
* Perform market research for customer quoting and spot market opportunities
* Communicate service issues with the appropriate Account Manager
* Assist in pursuing new business opportunities
* Research carrier costs for new and existing customers
* Deal with client concerns and offer solutions

 **DESIRED CANDIDATE PROFILE**

***PREFERRED:***

* Bachelor's degree in the supply chain transportation, logistics, business, or related field is considered an asset
* 1 - 3 years of dispatching experience in a brokerage environment
* Working knowledge of the Loadlink and other Load boards
* Strong knowledge of dispatching all different types of truck moves (Port Drayage, TL, and LTL, etc.)
* Computer literate (Word, Excel, Microsoft products)
* Experience using TMS software
* Excellent communication skills (Verbal and written)
* Ability to effectively multi-task and identify priorities
* Strong interpersonal skills, ability to work in a team environment and build relationships internally and externally
* Self-motivated, pride in work and self/departmental results Knowledge of North American geography
* Participate in office holiday & after-hours coverage (if necessary)

GroundLinx *is an equal opportunity employer and is committed to a diverse and inclusive workforce.*

*Accommodations are available upon request for candidates taking part in all aspects of the selection process. To request accommodation please contact 1-844-463-5469 ext. 215.* We thank all candidates for applying, however, only successful candidates will be contacted for an interview.