

# LOGISTICS COORDINATOR

## Position Overview

Works in transportation of material and services. Responsible for securing the safe transportation of materials and services in a time and cost-efficient manner. The Logistics Coordinator reports directly to the Operations Manager.

## Position Responsibilities:

- Arrange transportation, schedule drivers and orchestrate deliveries of goods and services to meet the customer demand with little to no delay
- Communicate with Sales Team to determine product availability and delivery needs
- Communicate with Operations Manager to ensure maintenance and repairs of transportation vehicles are scheduled
- Generate, distribute and receive driver's daily activity paperwork
- Communicate with Billing Team confirmation of loads for invoicing
- Communicate with Outsourced Haulers and Customers
- Continually review transportation rates and costs
- Manage permitting and fuel reporting of transportation vehicles within the established deadlines

## Skills and Qualifications:

Communication skills; Problem-solving skills; Route Management; Understanding traffic patterns, laws and regulations in all service areas; Decision making ability; Organized; Procedural mindset; Ability to prioritize; Attention to detail; Ability to analyze data and understand connections; Management ability; Self-starter with the ability to work independently; Computer skills including MS Word and Excel; Diverse interpersonal approach; Talent for recognizing the opportunities for process improvement in those connections; Experience in the trucking industry desired

## Position Location:

Rowley, MA Office

## Position Salary Range:

Exempt, \$35,000-\$50,000

## Benefit Options Available:

Comprehensive Benefits Package including Health Insurance, Retirement Plan, Life & Accidental Death Insurance, Long Term Disability Insurance, Paid Time Off, Paid Holidays, Company Provided Phone

## How to Apply:

Interested applicants should email their resume and cover letter to [info@agresourceinc.com](mailto:info@agresourceinc.com)