



## **JOB DESCRIPTION**

**JOB TITLE:** Fleet Logistics Coordinator

**LOCATION:** Melvin, OH

**REPORTS TO:** Operations Manager

**JOB SUMMARY:** The Fleet Logistics Coordinator is a part of a dispatch support team and will dispatch and coordinate Truck Driver's schedules to concentrate on routes and roadways and to safely deliver their cargoes. Will interact with customers and Truck Drivers to ensure quality assurance and timeliness. Must have the ability to work weekends, Holidays, and overtime as required and have reliable transportation to and from the office site.

**ESSENTIAL FUNCTIONS:** (Note: The following list of essential functions is not exhaustive, and may be supplemented as necessary.)

- Coordinate, dispatch, monitor shipments and schedule trucking service for grain movements, bulk feed ingredient movements, and bulk bag finish feeds.
- Coordinate backhaul search/brokerage search with new/current customers.
- Establish and maintain good working relationship with customers, to include phone support, quality assurance, and reviewing and confirming customer invoices.
- Establish and maintain good working relationship with Truck Drivers, to include phone support, settlement reviews, confirming routes, and issuing Comchecks/Advances as needed.
- Perform data entry of orders and daily fuel downloads.
- Lead by example and come to work mentally and physically prepared to multi-task, trouble shoot ideas and make positive contributions to the team each day.

## **PERIPHERAL FUNCTIONS:**

1. Perform all other duties as assigned.

**ADDITIONAL COMMENTS:** All employees of Trans Alliance Group are responsible for working toward the corporate mission and all quality goals of the organization. Confidentiality must be maintained at all times.

## **TIME ALLOTMENT TO WORK OBJECTS AND EQUIPMENT:**

Operating machinery and equipment

Computer/Printer and other miscellaneous office equipment

## **HOURS PER DAY**

As needed

As needed

## **PHYSICAL REQUIREMENTS:**

Mental/Visual (mind/eye/hand coordination)

Communicate effectively using speech, vision and hearing

Standing

Walk/sit/stoop/kneel/reach

Climbing stairs

Exposure to varying temperature and humidity and dust

## **HOURS PER DAY**

8 to 10

8 to 10

As needed

8 to 10

As needed

Seasonal

**EDUCATION:** High School Diploma, or equivalent (GED), required.

**EXPERIENCE:** Dispatching and customer service experience a plus, but not required.

**SKILLS:** Good communication, interpersonal, phone, customer service, and math skills are required. Must be a self-motivating multi-tasker who maintains composure under pressure and can work independently and as a member of a team professionally. Knowledge of Department of Transportation Regulations for a commercial Truck Driver and the ability to problem solve is essential.

**CERTIFICATIONS/LICENSE:** Must have a valid driver's license.

**We provide equal opportunities for women, minorities, veterans and individuals with disabilities.**