

JOB POSTING:

Logistics and Freight Coordinator

We currently have an excellent opportunity for a **Logistics & Freight Coordinator** located at our Hackettstown, NJ headquarters.

Responsibilities

- Use our in-house TMS (Transportation Management System) to determine freight rates for clients calling in to our office.
- Requires the ability to determine NMFC freight class in preparation for a freight quote.
- Analyze Least Cost Routing rates and freight quote results, draw conclusions and recommend rates and actions to customers.
- Follow-up with customers to accept the rate, via email, telephone or fax.
- Fully book a shipment and all details through standard 3PL's and carrier's web portals.
- Monitor shipments, and coordinate with our tracing department.
- Promptly prepare completed shipment docs for hand-off to accounting.
- Work with shippers and consignees and carriers to effect a smooth on-time shipment.
- Communicate effectively with all internal and external resources including, customers, brokers, carriers, and Logistxs accounting and tracing.

Qualifications, Education and Experience:

- Strong consideration given for LTL dispatching experience.
- Prefer at least 1-2 years of managing customer logistics, freight management or equivalent shipping and receiving experience.

Skills and Competencies:

- Basic understanding of general LTL (Less Than Truckload) business in the US
- The successful candidate will have the ability to be well organized and handle multiple freight quotes and bookings in a fast paced and team oriented environment.
- General PC skills are essential, as well as pleasant phone manner with clients.
- Excellent interpersonal skills, both verbal and written, are a must.
- Customer service experience and working knowledge of LTL is preferable.
- Knowledge of online TMS systems or other transportation tracking systems preferred.

Company Description:

Logistxs Inc. is a small company, founded in 1986 and headquartered in Hackettstown, NJ. We are considered a strong player in several freight markets including, food, alcohol, general commodity freight, frozen food, and some Hazmat freight. Contact telephone: 908-852-8875. Visit us at www.Logistxs.com

If interested, please email your resume to: Jobs@Logistxs.com