

Logistics Coordinator Job Description

GWSI is a growing privately owned and operated logistics company in the logistical and warehousing industry for over twenty-five years. Due to continued growth, we are seeking a full-time Logistics Coordinator. The qualified candidate will be an ambitious individual who oversees supply chain operations and ensures the efficient and cost-effective distribution of goods. We are offering a very competitive compensation and benefit package. This position will manage logistics and all aspects of our supply chain.

Responsibilities

- Utilize company TMS system to cost-effectively dispatch company assets, independent owner operators, and third-party providers.
- Establish and manage logistics KPIs for on-time delivery, productivity standards, ROI on company assets, and DOT regulations.
- Oversee dispatch process flow from steamship line through end-mile delivery.
- Ensure safe and timely pick-up and delivery of shipments
- Coordinate transportation providers to ensure prompt and proper movement of shipments
- Monitor shipments, costs, timelines, and productivity
- Review and prepare shipment routes to ensure overall effectiveness
- Develop processes that make the supply chain more efficient and organized
- Ability to effectively escalate any safety or process-related concerns

Qualifications

- 4-year college degree or equivalent required
- 2+ years of experience in logistics management preferred
- Prior experience with fleet dispatch, order fulfillment, and shipping coordination
- Effective communication skills, including writing, speaking, and interpersonal communication
- Aptitude to collaborate and work in a team environment
- Effective planning and organizational skills
- Ability to work in a fast-paced environment
- Proficiency in Microsoft Office and prior knowledge of TMS system