



Job Description

Job title	Logistics Coordinator
Reports to	Logistics Manager

Job purpose

Schedule and dispatch Patriot Express assets and brokered trucks for conveyance of OTR freight to a customer specified location.

Duties may include administrative assignments related to day-to-day activities, using telephone, or computer to transmit assignments and compiling statistics and reports on work progress.

Duties and responsibilities

- Dispatch Patriot Express assets to appropriate locations, according to customer requests, using telephones or computer.
- Negotiate, schedule and dispatch brokered vehicles to appropriate locations, according to customer requests, using telephones or computer.
- Confer with customers, outside sales and/or Executive Management in order to address questions, problems, and requests.
- Document/Record Information – Record information related to Carrier/Brokered shipments into Daily Log, Prepare Rate Confirmations, file Carrier Packets and Rate Confirmations in Patriot Database, and other administrative duties assigned my Patriot Freight Group Management.
- Any task's assigned my Executive Management.

Qualifications

- High School Diploma or Equivalent.
- Basic knowledge of Over the Road (OTR) Transportation and DOT regulations.

Working conditions

Hours of operations will be structured primarily in an office setting. However, errands around town could be necessary.



Job Description

Physical requirements

Ability to lift at least 20 lbs.

Direct reports

None.

Approved by:	<i>Andrew Salazar</i>
Date approved:	<i>8/24/2017</i>
Reviewed:	<i>8/24/2017</i>