



## Logistics Coordinator

### **Job Summary:**

Logistics Coordinators are assigned to brokers and they are their right hand person. They are responsible for establishing and growing the customer and carrier relationship once established by the broker. Send resume to [earlsc@amstan.com](mailto:earlsc@amstan.com).

### **Job Description:**

- Maintain communication with brokers and supporting them fostering the unrelenting customer and carrier focus culture
- Promptly communicate any service issues to broker and provide resolution alternatives
- Support growing the company's current book of business by providing excellent customer service
- Must communicate effectively and efficiently via phone and email.
- Identify and qualify carriers
- Build Loads in Mercury Gate System and find carriers to cover said loads
- Identify services and pricing that meet customer's need in order to obtain business objectives.
- Negotiate rates with carriers for new lanes
- Once assigned, dispatching carriers on loads and updating Mercury Gate
- Collaborate with other team members, manager, and sales to ensure customer service and profit goals meet company objectives
- Build relationships with carriers and customers

### **Job Requirements:**

- At least 2 years of asset and or non-asset trucking brokerage experience preferred
- Loyal customer base is a plus
- Comfortable with MS Office, computer proficient
- Must be a self-starter and highly motivated
- Able to prioritize, meet deadlines and excel handling multiple tasks simultaneously
- Able to work independently and within team setting
- Strong communications skills
- Must possess a strong sense of urgency & thrive in a fast-paced, hands-on environment.
- Mercury Gate experience is a plus.
- Ability to interact with customers in a positive and professional manner.
- Requires a strong competitive drive to beat competitors and show the value that Amstan brings.
- Excellent detail, organization, and time management skills.
- Must have a positive attitude with customers and staff.
- High school diploma required and a bachelor's degree is a plus.