



Logistics Coordinator

Overview:

The position of the logistics coordinator is to source carrier for freight. Another is to source freight for Tenold units. As well as assist in sourcing new business for Tenold.

Responsibilities:

- Source daily carrier options for freight movements
- Source new business for Tenold
- Negotiate short-term and long-term programs with outside carrier partners
- Assist in sourcing freight opportunities for company units
- Provide market pricing and conditions to internal sales staff
- Maintain margin expectations while meeting customer requirements for on-time delivery
- Provide logistical solutions for all customers
- Carrier qualification and performance monitoring
- Other duties as required

Expectations:

Company information should be treated in a highly confidential manner. You have specific responsibilities and are expected to use your knowledge and skill to make a positive contribution to our corporate goals.

- Possess strong communication skills, be able to multitask and work under minimal supervision.
- Be able to work and thrive in a fast-paced team environment; be energetic; pleasant and willing to learn.
- Commit to new initiatives and programs that promote continual improvement and efficiency.
- Foster a safe work culture for all procedures, including but not limited to:
 - wearing PPE if required.
 - reporting all injuries, claims or near-misses, unsafe or hazardous conditions.

Requirements:

- Knowledge of Canadian and US Hours of Service regulations

- Knowledge of cargo securement regulations
- Knowledge of weight and dimension regulations
- Previous logistics experience with 3rd party provider or trucking company
- Knowledge of cross border requirements
- Post-secondary education is an asset
- Can function well in open team environment
- Knowledge of Microsoft Office programs
- Knowledge of Truckmate
- Good computer and telephone skills