



<https://napatran.com/job/logistics-coordinator-cr/>

Logistics Coordinator (Cranberry Township, PA)

Description

NAPA's Logistics Coordinator is responsible for overseeing all shipments in transit. This position will interact directly with our partner carriers to track and trace shipments.

Responsibilities:

- Track and Trace all shipments from the point of dispatched on through final delivery.
- Collect, document and pass on accurate information to/from Carriers/Drivers and our Internal Departments.
- Document all correspondences, issues and service deviations with carrier/driver and customer representative as they occur or as information is received.
- Scanning, filing and work with accounting to assure all final rate sheets are accurate and upload to assure accurate payments are made.
- Other duties as assigned.

Qualifications:

- No prior experience required
- High School Diploma or GED required. Bachelors' degree preferred or commensurate experience.
- Excellent written, listening, verbal and organizational skills
- Exceptional; time management skills with the ability to plan, organize & prioritize workload based on company objectives
- Highly detailed oriented & results driven with a proven ability to perform at a high level consistently
- Achieve or exceed all performance based goals & deadlines
- Displays strong a 'work until it's done' attitude; adaptable, flexible & high tolerance for ambiguity; acute attention to detail
- Accepts responsibility for actions and the results of those actions; learns from mistakes and corrects errors to minimize the impact on others
- Embraces new responsibilities & challenges; seek additional tasks and broaden knowledge and abilities.

Benefits:

- Competitive Compensation
- Pay Increases (based on performance)
- Career Advancement
- Paid Vacation
- Paid Holidays
- Great Benefits
- 401k with company match

NAPA proudly offers an innovative and dynamic culture, competitive compensation and a comprehensive benefits package, including medical, prescription, dental,

Hiring organization

NAPA Transportation, Inc.

Employment Type

Full-time

Beginning of employment

Immediately

Industry

Trucking Industry

Job Location

16066, Cranberry Township, PA, Pennsylvania, USA

Date posted

March 10, 2022

Valid through

30.06.2022

vision, company paid life insurance, paid holidays, paid time off, 401k with company match, tuition reimbursement & much more!