

# Trucking Logistics Coordinator

## Job Description:

Pure is looking for a reliable and experienced **Trucking Logistics Coordinator**. This position is available immediately for the right candidate with a proven background or skillset. In this very busy and key role you will receive requests for loads from customers, negotiate rates with shippers and carriers while maintaining a minimum profitability margin as determined by management, schedule and track shipments while they are in transit, and compile proof of delivery and other paperwork required to invoice customers as loads are completed. Familiarity with load boards (eg: Loadlink), tms software (eg: RoseRocket), and the trucking industry is preferred but consideration will also be given to candidates with demonstrable and above average customer service and communication skills particularly with regards to inbound/outbound telephone calls and composing and responding to emails.

The ideal candidate will be self motivated, extremely organized, a terrific problem solver, concise communicator, have a positive and energetic attitude, and thrive in a demanding environment. You must be able to multi-task as well as take appropriate actions with little outside direction. You will be responsible for continuing to grow and maintain Pure's carrier network as well as making decisions on loads and rates that will ensure positive outcomes for all parties. Previous logistics experience and above average communication skills will be a major advantage to the successful individual.

## Responsibilities:

- Receive inbound telephone and emailed load requests and respond back to customers with solutions in a timely and professional manner.
- Recruit new carriers as required to grow Pure's capacity of available trucking assets.
- Resolve routing and rerouting issues with customers and drivers on an ongoing and daily basis to ensure freight is moving efficiently.
- Negotiate competitive shipping rates with customers.
- Maintain frequent communication with customers to ensure we are receiving access to as many loads as possible.
- Collect and organize proof of delivery and bill of lading information so that loads can be invoiced to customers.
- Use technology such as but not limited to load boards, tms software, MS Office, Outlook, and QuickBooks to efficiently complete tasks.

## Requirements:

- 3+ years of proven experience as a logistics coordinator/dispatcher or similar role preferred
- Comfortable using computer, email, and various software programs.
- Very high level of proficiency in English (oral and written).
- Outstanding organizational and multitasking abilities.
- Active listener with excellent communication skills.

Resumes and cover letters can be sent to David Bell ([david.bell@puregoc.com](mailto:david.bell@puregoc.com))