



## **Logistics Coordinator**

### **Bulk Carriers (P.E.I.) Limited – Clyde River, PE**

Bulk Carriers (P.E.I.) Ltd is hiring a Logistics Coordinator to join the team in Clyde River, PEI. Reporting to the VP of Fleet Operations, will be reliable point of contact, responsible for coordinating and directing company drivers to ensure timely pick-up and delivery to customers and vendors.

#### **Tasks, Duties, Responsibilities:**

- Track and monitor situations by phone and satellite messages and address situations to ensure shipments are delivered on schedule
- Maintain clear lines of communication with drivers and operations staff
- Submit a daily report to the Master Planner detailing truck locations, destinations, ETAs, and relevant restrictions (HOS, etc.)
- Assign resources to trips and send load offers to best available drivers
- Monitor load progression in TruckMate and update macros as required
- Advise customer service representatives (CSRs) of any and all issues related to freight movement
- Communicate border ETAs to border compliance staff to ensure submission of documents in a timely manner
- Assist CSRs in finding information for the provision of customer updates
- Update regional planners of truck ETAs and appointment times
- Advise regional planners of any drivers in your cohort who may be available to assist with local deliveries

#### **Knowledge, Skills, Abilities:**

- Experience in the transportation industry would be an asset
- Previous experience in a similar role
- Excellent written and verbal communication
- Excellent interpersonal skills
- Professional
- Proficient with computers and various software programs including G-Suite, database software, and our in-house truck management software
- high attention to detail
- Ability to work under pressure in a fast-paced environment
- Salary for this position is between \$38,000 and \$48,000 depending on experience

#### **Apply:**

To apply, please visit [www.gobulk.ca/careers](http://www.gobulk.ca/careers)