

TRAFFIC COORDINATOR

Trademark Transportation, Inc.

Trademark has been in business for more than 27 years. We continue to experience strong growth even in a down economy. We are looking for individuals who are willing to be a part of a team where everyone does their part and works well together. For the right person, there are opportunities for responsibility, growth and leadership.

BUSINESS DESCRIPTION

Trademark is a carrier with a different approach. Companies turn to us as a transportation, warehousing and logistics resource to safely gather, store and distribute food and ingredients. We manage tough stuff well. Handling temperature sensitive products, small widely scattered shipments, challenging locations, even last minute changes ... is what we do.

Our Business Management System is ISO 9001:2008 certified. This means that we have a specific set of quality principles including customer focus, a process approach and a commitment to continual improvement. It all revolves around our underlying values, mission and vision.

VALUES

At Trademark we value building, serving, growing and giving:

- Building: Putting a well thought out and well put together business in place.
- Serving: Taking good care of everything entrusted to us.
- Growing: Making everyone and everything better.
- Giving: Making a difference in the lives of those around us, in the marketplace and beyond.

MISSION

Our job is to make our customers look good.

Position Overview

Our purpose is to deliver a distinctive Customer Experience. We are committed to understanding our customer's challenges, creating a plan and providing a service they can count on.

The traffic group is fundamental to our business operations and service to the customer. Their primary goal is to manage the consolidation and distribution of the customer's product. More specifically, they strive to deliver products on time in the exact condition they were shipped, communicating every step of the way.

ROLE

This position supports the department by putting the Traffic process into action. The Traffic Coordinator is responsible for managing a set of scheduled truck routes and traffic lanes. The position is responsible for routing and coordinating pickups and deliveries while ensuring all

requirements for on-time service, on-going communication, up-to-date order status, problem solving and cost control requirements are fully satisfied.

Responsibilities

- Analyzing, optimizing and managing routes.
- Routing, scheduling and coordinating customer pickups and deliveries.
- Maintaining customer, shipper, receiver and product specifications.
- Selecting, instructing, dispatching and managing drivers en route.
- Documenting and maintaining shipment, dispatch and cost accounting records.
- Communicating plans, directions, status, challenges, solutions and results of activities with drivers and internally across all departments.

Qualifications

- Bachelor's degree in transportation, logistics or business management.
- Three years experience in transportation, logistics or brokerage.
- Typing speed of 50 words per minute.
- Proficiency in MS Office products: Word, Excel, PowerPoint, Outlook.

Competencies

- Routing, organizing, optimizing and scheduling pickups and deliveries.
- Negotiating and minimizing direct costs of operation.
- Working well with others.
- Conveying, receiving and clarifying instructions and information.
- Completing forms, keeping records and compiling reports.
- Recognizing and addressing situations when things are not as they should be or not going as planned.
- Acting responsibly, maintaining professionalism and being accountable for personal conduct, work performance and results.
- Working with numbers, facts and details, performing analysis and reporting results.

Reporting Relationships

Position reports to the Traffic Manager.

Further Information

Visit our website www.trademarktrans.com or contact hr@trademarktrans.com.