



## JOB DESCRIPTION - LOGISTICS COORDINATOR

**Job title:** Logistics Coordinator

**Department:** Logistics

**Location:** Wroclaw

**Hours:** 8-hour rotational shifts  
(Monday-Friday, 8.00am-8.00pm)

**Main purpose of job:** To prepare and execute transportation solutions for customer needs according to the company policy in terms of quality and service level.

**Responsible to (manager/post):** Team Leader

**Responsible for (staff/jobs):** N/A

### Key job responsibilities

- Effective planning of shipments requested by customers
- Preparing documentation for transportation
- Active communication with customers and suppliers in terms of shipment organisation
- Proposing solutions for the requests
- Close cooperation with other company departments and branches
- Reporting according to the company standards
- Monitoring of shipments en route
- Executing company operation procedures
- Developing a high level of customer intimacy and trust with key accounts and key suppliers

## Competencies required to do the job

 <b>IT SKILLS</b>	 <b>ORGANISATION</b>	 <b>CUSTOMER SERVICE</b>	 <b>SELF-MOTIVATION</b>
<ul style="list-style-type: none"><li>• Outlook/email 4</li><li>• Word 3</li><li>• Excel 3</li></ul>	<ul style="list-style-type: none"><li>• Task prioritisation 4</li><li>• Systematic approach 5</li><li>• High volume experience 5</li></ul>	<ul style="list-style-type: none"><li>• Customer focus 4</li><li>• Excellent telephone manner 5</li></ul>	<ul style="list-style-type: none"><li>• Focused 5</li><li>• Task completion/tenacity 4</li><li>• Close supervision not required 4</li></ul>

## Any technical job-related skills

- Logistics/transport planning experience is desirable
- Fluent Polish and English is essential

## Join the team

Apply now, [send your CV](#) to us today!

Thank you for considering Priority Freight as an employer and we look forward to hearing from you.

## About Priority Freight

Priority Freight is an award-winning leading provider of time-critical logistics solutions, where speed and flexibility come as standard. As a strategic partner for clients, the company's mission is to provide expedited logistics solutions on behalf of major global manufacturers and their suppliers - often in emergency and crisis scenarios. Priority Freight's logistics staff truly are experts in their field; tailoring to the needs of each client. Their reaction time to customer orders is among the quickest in the industry, in under 15 minutes.

With teams operating from several strategically-located offices across Europe; these logistics specialists are constantly under pressure. Utilising a global network of strategically located partner companies, they plan routes and co-load shipments to provide the most rapid, cost-efficient and reliable solutions, whilst minimising the company's carbon footprint. The combination of their experience and state-of-the-art technology means 99.6% of Priority Freight deliveries are completed on-time.

Priority Freight's logistics teams provide this operational support to its clients regularly, with the ability to organise anything, anywhere – in the most extreme conditions. It is their dedication to beating deadlines and exceeding expectations that has made the company the expedited logistics provider of choice.