



# JOB DESCRIPTION

## LOGISTICS COORDINATOR

### ABOUT THE COMPANY

We are a leading time-critical logistics specialist, providing global time-critical delivery solutions to our customers, no matter what the geography, size, weight, distance or mode of transport.

We partner with and support our customers to meet complex and urgent international transport challenges by adding speed and flexibility to their supply chains.

Operating 24/7 365, we display a constant commitment to providing the fastest, most cost-effective and reliable solutions, time and time again.



**Location**  
Wroclaw

**Department**  
Logistics

**Hours**  
40-hours per week

**Salary**  
DOE. plus benefits

### ABOUT THE POSITION

To plan and manage time-critical logistics solutions throughout Europe and worldwide, operating within strict time constraints and ensuring all schedules and deadlines are met.

### KEY JOB RESPONSIBILITIES

- Liaise with international carriers to agree transport costs and ensure the best possible solutions are found to fit the client's requirements
- Tender job revenues to clients, ensuring a bespoke solution is found for them, best fitting their request and offering different transport solutions where applicable
- Monitor the progression of transports, advising the client at agreed milestones and ensuring the transports are running to schedule
- Ensure our bespoke transportation management system is correctly monitored and updated when required
- Build excellent relationships with multinational clients who are under immense pressure
- Answer incoming telephone calls professionally and deal with enquires quickly