



## Job Description

<b>Job title</b>	Logistics Coordinator
<b>Reports to</b>	Logistics Manager

### Job purpose

Schedule and dispatch Patriot Express assets and brokered trucks for conveyance of OTR freight to a customer specified location.

Duties may include administrative assignments related to day-to-day activities, using telephone, or computer to transmit assignments and compiling statistics and reports on work progress.

### Duties and responsibilities

- Dispatch Patriot Express assets to appropriate locations, according to customer requests, using telephones or computer.
- Negotiate, schedule and dispatch brokered vehicles to appropriate locations, according to customer requests, using telephones or computer.
- Confer with customers, outside sales and/or Executive Management in order to address questions, problems, and requests.
- Document/Record Information – Record information related to Carrier/Brokered shipments into Daily Log, Prepare Rate Confirmations, file Carrier Packets and Rate Confirmations in Patriot Database, and other administrative duties assigned my Patriot Freight Group Management.
- Any task's assigned my Executive Management.

### Qualifications

- High School Diploma or Equivalent.
- Basic knowledge of Over the Road (OTR) Transportation and DOT regulations.

### Working conditions

Hours of operations will be structured primarily in an office setting. However, errands around town could be necessary.



## Job Description

### Physical requirements

Ability to lift at least 20 lbs.

### Direct reports

None.

---

<b>Approved by:</b>	<i>Andrew Salazar</i>
<b>Date approved:</b>	<i>8/24/2017</i>
<b>Reviewed:</b>	<i>8/24/2017</i>