

## **Fleet Coordinator – Minneapolis/St. Paul**

We are seeking a full time **Fleet Coordinator** for our transportation team.

The **Fleet Coordinator** is responsible for supporting Fleet Supervisors with leading drivers to maintain service levels of on-time local and out state deliveries. Ensure drivers are adhering to all safety regulations. Notify customers of arrival schedules. Prioritize under pressure in the best interest of the company, customers, and drivers. Fleet Coordinators also support Fleet Supervisors with the drivers in all aspects, providing daily direction, reviews, and corrective actions when necessary.

If you're looking to be challenged in a fast paced, enthusiastic environment with established professionals, then we are the place for you!!!

**Hours are daytime hours until the job is complete, and Every Other Weekend On-Call. Salary DOQ; Benefits include Medical, HSA with contribution, Dental, 401k with match, PTO, Holiday, LTD and others.**

This position requires:

- Minimum 3 years dispatching in logistics/transportation industry
- College Degree in logistics in lieu of experience
- Outstanding communication and interpersonal skills
- Ability to handle fast pace/high stress
- Attention to detail
- Good knowledge of MSP area
- Knowledge of LTL (Less than Truckload) shipments
- Knowledge of FTL (Full truckload) shipments
- Experience using computerized dispatch software
- Familiar with Air and Ocean Freight
- Container drayage is a plus
- High school diploma or GED

No felonies due to our work with Customs

For consideration, please reply with your resume and cover letter. Thank you!