

Logistics Coordinator (CSR)

RPM Consolidated Services, Inc. is a solid, quality and fast growing diversified transportation company with 9 locations and looking to expand. We have provided customers with quality service for over 30 years and continue to do so today. We are currently seeking a **Logistics Coordinator (CSR)** to join our growing RPM Logistics division located in Fullerton. This position is responsible for handling each shipment for RPM Logistics, from rate quote request through invoice approval. They are the primary operational contact for RPM Logistics customers. Position hours are 8:30 a.m. to 5:00 p.m. Salary range varies depending on experience. If you have proven experience with this type of work apply today!

Experience and Education Required:

- High school diploma or general education degree (GED);
- 2-3 years of verifiable experience performing these duties in a like position in the logistics and/or transportation industry;
- A strong background in LTL, Truckload, Air, Ocean and Intermodal modes of transportation;
- Proven experience with vendor/carrier price negotiation
- Knowledge of DOT regulations helpful;
- Ability to process a large number of details in coordinating loading of trucks;
- Ability to handle high volume of data entry, email and phone calls, while providing superior customer service;
- Ability to work effectively in a fast-paced environment and within short deadlines;
- Ability to develop and maintain effective, positive internal/external working relationships with a diverse group of individuals;
- A successful team player;
- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization;
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs;
- Initiative and ability to resolve issues skillfully, appropriately and in a timely manner;
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations;
- Must be able to lift up to 10 pounds.

Duties include and are not limited to:

- Coordinates load completions and data entry into Dispatch system;
- Daily vendor/carrier selection and management;
- Ensures accurate and timely completion of daily and weekly tasks;
- Vendor/carrier price negotiation as needed;
- Manage shipments through the Truckmate ERP system;
- Monitor freight rates and accessorial charges to ensure cost-effectiveness;
- Paperwork management (securing necessary paperwork, filing, etc.);
- Answer customer requests through phone calls, e-mails;
- Problem solving/Issue resolution between customers and vendors/carriers;

- Provide rate quotes for established or new customers;
- Reconciles common carrier invoice and approvals;
- Take customer orders for shipping;
- Track/trace orders with vendors.

The company offers a competitive benefits package, which includes, Medical, Dental, Vision, Prescription Drugs, Life Insurance, 401(k), Holiday pay, Vacation pay and Sick pay, and other Incentive programs.

RPM Consolidated Services, Inc. is an equal opportunity employer who requires a drug free workplace. Employment sponsorships are not available for this position.

For consideration, please submit your resume, salary history and requirements to jobs@rpmcsi.com

Note: Submittal of your resume does not constitute an application of employment