



JOB DESCRIPTION - LOGISTICS COORDINATOR

Job title: Logistics Coordinator (4-on/4-off nights)

Department: Logistics

Location: Dover

Hours: 4-on/4-off 12-hour shifts (7pm to 7am) with 1-hour break

Main purpose of job: 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.

Responsible to (manager/post): Team Leader

Responsible for (staff/jobs): N/A

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

Competencies required to do the job

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

Any technical job-related skills

- Logistics experience is desirable

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.