



## JOB DESCRIPTION - LOGISTICS COORDINATOR

**Job title:** Logistics Coordinator

**Department:** Logistics

**Location:** Dover

**Hours:** Monday - Friday  
(9-hour rotational day shifts)

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

**Responsible to (manager/post):** Team Leader

**Responsible for (staff/jobs):** None

### Key job responsibilities

- Work closely with our customers solutions team to understand client requirements, source the most appropriate solution and communicate back to the team
- Select appropriate vehicles for transport, and buy carrier options at the best price
- Understand European driving regulations and bans, and the impact they may have on transport planning
- Monitor progression of transport, ensuring agreed milestone updates are communicated to the client when jobs are running to plan
- Ensure Sirius is updated as per agreed milestones
- Escalate delays in transport, or problems identified, to the customer solutions team, providing options for resolution to allow the team to communicate effectively with the client
- Work closely with our supplier management team to highlight any gaps in carrier coverage
- Ensure carrier non-conformances are recorded and escalated as per the agreed ISO 9001 process
- Finalise jobs upon completion, ensuring any additional waiting time charges are discussed and agreed with the carrier and third party costs are correct (where relevant)

## Competencies required to do the job

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

## Any technical job-related skills

- Logistics experience is desirable
- Additional languages advantageous

## 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.